



Kings County

**Occupational Outlook & Training Directory
2001–2003**



KINGS COUNTY
OCCUPATIONAL OUTLOOK
REPORT
and
TRAINING DIRECTORY
for survey years
2001 — 2003

A Product of
California Cooperative Occupational Information System (CCOIS)



Sponsored by
Kings County Job Training Office
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and
Nearly 900 Kings County employers who participated in the survey.

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Introduction

Welcome to the 2003 Occupational Outlook Report for Kings County. This annual publication is a product of the California Cooperative Occupational Information System (CCOIS) and a partnership between the Kings County Job Training Office (JTO) and the Labor Market Information Division (LMID) of the California Employment Development Department. The purpose of this publication is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning. Questions regarding the information in this report should be directed to the Kings County Job Training Office at (559) 585-3532. Those wishing to obtain this information electronically may access the LMID web site at:

<http://www.calmis.ca.gov>.

Information in the Occupational Summaries portion of this report applies specifically to Kings County. The report includes 60 profiles of occupations based on data collected from June, 2001 through October, 2003. The occupations studied were selected based on a variety of criteria, including the needs and interests of local career development and workforce preparation staff. The profiles in this publication do not necessarily constitute a list of demand occupations. Please see "Using the Occupational Outlook Report" and Research Methods (in the appendix) for additional details on this occupational data. Also included is information on services and training programs offered by regional schools and training providers.

While we have made a sincere effort to ensure that the information is accurate and up-to-date, information changes frequently. Occupational outlook information is generally considered to be current for three to four years. If using the training directory, please contact the schools or training providers directly to verify or update the information before making career planning decisions.

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Using the Occupational Outlook Report

Before you begin...

The occupational profiles are summaries of key information collected from confidential surveys with several hundred local employers (typically 15 completed surveys per occupation). The information is designed to meet a variety of career and program planning needs. The research methods and a sample questionnaire are contained in the appendix of this publication. Data collection runs from June 2001 through October 2003, reflecting minimum wage levels ranging from \$6.25 per hour to the current \$6.75 per hour.

Occupation

Occupations for 2001 and 2002 are listed as they appear in the Occupational Employment Statistics (OES), while 2003 occupations are listed according to the Standard Occupational Classification (SOC) system. In some cases the Dictionary of Occupational Titles (DOT) was used when an occupational title was not found in the OES or SOC dictionaries. Those titles and definitions based on the OES dictionary were published by the Bureau of Labor Statistics, May 1992. Titles and definitions based on the SOC dictionary were published by the Bureau of Labor Statistics, October 2002, and the DOT was published by the U. S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991. The occupations were selected for survey based on the needs of local users of occupational information.

Employer Requirements

This category presents the amount and kinds of work experience, education, and skills required by surveyed employers. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report. Also included in this report are typical employer preferences and key personal traits usually present in those working in the occupation. Training/Experience requirements are listed in a table format, with percentages representing the number responding yes or no from all responses.

Included in this table is the average training (in months) that employers required for employees to be considered qualified in an occupation.

Skills

This section indicates some of the most important qualifications, including technical requirements, basic skills, physical abilities and flexibility, as reported by surveyed employers. Employers were questioned about the relative importance of approximately 30 desirable qualifications. The most desirable qualifications are listed in descending order according to employer responses.

Wages and Benefits

The wage data enable comparison of salary ranges across occupations and are not intended to represent official prevailing wages. Ranges and median wages are those reported by surveyed employers and contracts with labor unions.

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative). When less than three wage responses occur for an occupation, "insufficient data" is recorded as the response to insure confidentiality of the employer(s) who responded.

Benefit information indicates the extent to which employers provide medical insurance and other fringe benefits to full-time and part-time employees. Unless otherwise stated, benefits are paid in their entirety by the employer.

Hours

The average number of hours worked are reported in each occupational summary. Part time hours are not always reported by employers.

Employment Trends

Employment Trends include data and information in the areas of:

- Supply and Demand - Displayed in a table format, the terms presented in this section refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation.
- Occupational Forecast - Occupational size and growth projections based upon data provided by EDD, LMID.
- Annual Growth Rate - The projected number of annual job openings due to a net increase in employment for the periods 1997-2004. For 2003, those projections are for the period 1999 -2006.

Recruitment Methods

Summaries of the top three recruitment methods used by employers when recruiting for the occupation surveyed are included for each occupation.

Gender

Gender is included and is stated as a percentage of the employees represented in each surveyed occupation.

Projections

Projections represent an overview of decline or stability of growth of job opportunities in relation to the overall employment opportunities for the County. SOC occupations were crosswalked to the nearest OES occupational information. Employers responses project a decline, stability or growth in the occupation. They also reported if they expect employment to decline, remain stable or grow in the next 24 months.

Where the Jobs Are

A listing from the Standard Industrial Classification Manual of a maximum of four industries, by type, where jobs are likely to be found for the major reporting employers is included.

Uses for this Report

The information in this report can be used by a variety of organizations and individuals for many different purposes:

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information includes employer requirements and preferences, wages and benefits, labor supply and demand and sources of employment and training.

Program Planning

This report provides local planners and administrators with employment data, training information, placement data, occupation size and projected growth rates. Program planners can use this data to evaluate and improve existing programs, plan new services or eliminate outdated offerings.

Curriculum Design

Training providers can assess and update their curriculum based upon current employer needs and projected occupational trends indicated in the report.

Economic Development

Governmental agencies and economic development organizations will find the information on occupational size, expected growth rates and wages useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resources Management

Small business owners and large corporate human resources directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and estimate the availability of qualified workers for business expansion or relocation purposes.

Terms Used in this Report

Terms used in this report quantify employer responses to questions regarding the supply, demand, assessment and experience of job applicants; size of the occupation within Kings County; and projected occupational growth rate for a specified outlook period. Each year's may terms vary, according to the year the occupation was surveyed. Categories and definitions are as follows:

Experience of Job Applicants

This category represents those employers who have expressed a desire that applicants have minimum work experience, education, training, licenses, skills, and other requirements.

All (100%)	Almost All (80-99%)	Most (60-79%)	Many (40-59%)	Some (20-39%)	Few (<20%)
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Supply Demand Assessment

Very Difficult—Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Moderately Difficult—Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in the job search.

Not Difficult—Supply of applicants is considerably greater than demand, creating a very competitive job market for applicants.

Size of Occupation by Employee

2001

Small (<45)	Medium (45—89)	Large (90—194)	Very Large (195 >)
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2002, 2003

Small (<46)	Medium (46—92)	Large (93—200)	Very Large (201 >)
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Projected Occupational Growth Rate 2001—2003

Much Faster than Average (>15%)	Faster than Average (11-14.99%)	Average (9-10.99%)	Slower than Average (8.99-1%)	Remain Stable (-1 - .99%)	Slow Decline (<0%)
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**Occupational Summaries
for
2001, 2002, 2003**

Accountants and Auditors

11 employers responded, 19 employees represented.

Surveyed 2002

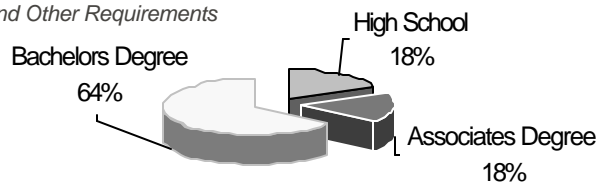
DESCRIPTION (OES 211140)

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	82%	9%	9%	35
Other Occupational Experience Accepted	27%	64%	N/A	24
Technical or Vocational Training Required	9%	91%	N/A	24
Training Accepted in Lieu of Experience	27%	64%	N/A	22

Skills

Basic Skills	Must be able to communicate verbally; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates should possess the stamina to sit for two or more hours; may be required to work over-time and submit to drug testing.
Other Requirements	Candidates must possess good record keeping skills; pay attention to detail; be able to solve problems; work under pressure; and, plan and organize the work of others. Employees need to have a good working knowledge of spreadsheets, word processing and database software.

WAGES AND BENEFITS

*Union wages represented

	Range	Median
Entry Level/No Experience:	Insufficient Data	Insufficient Data
Experienced/New to Firm:	\$13.00 - \$26.94	\$20.86
3 Years Experience with Firm:	\$11.99 - \$29.43	\$23.01

Almost all employers provide sick and vacation leave and many provide medical insurance, a retirement plan and life insurance. Some employers provide dental and vision insurance and a few provided deferred compensation and cafeteria plans.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work an average of 30 hours per week.

EMPLOYMENT TRENDS

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Supply/Demand

Almost all of the job vacancies occurred due to employees leaving. Six Accountants and Auditors were hired in the last 12 months.

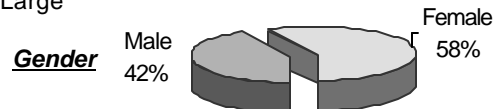
Employer Recruitment Methods

Most successful methods of recruitment:

- * Newspaper Ads—100%
- * Internet—45%
- * Employment Development Department—36%

Size of Occupation

Large



Projections.

Almost all employers surveyed expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 22.2%

Annual Job Growth: Average

WHERE THE JOBS ARE

School Districts Government Agencies
Accounting Firms

Administration of Social, Human Resources and Income Maintenance Programs

Agricultural Crop Farm Manager

7 employers responded, 18 employees represented.

Surveyed 2003

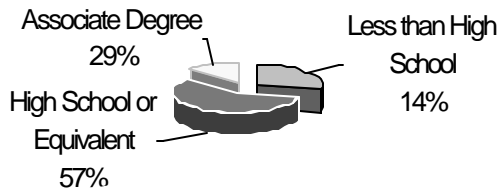
DESCRIPTION (NON-SOC 119011029)

Direct and coordinate, through subordinate supervisory personnel, activities of workers engaged in agricultural crop production for corporations, cooperatives, or other owners.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	86%	N/A	14%	53
Other Occupational Experience Accepted	50%	50%	N/A	44
Technical or Vocational Training Required	N/A	100%	N/A	N/A
Training Accepted in Lieu of Experience	N/A	100%	N/A	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing, and have good math skills; work independently and as a team; and do repetitive work. Many employers require that candidates possess computer software skills.
Physical Abilities	Candidates should possess the stamina to sit or stand for two or more hours and be able to lift 50 lbs.; must be available to work nights, weekends and overtime; and, may be required to pass a medical exam and submit to drug testing.
Other Requirements	Candidates must pay attention to detail; be able to solve problems; be able to manage their time and plan the work of others. Candidates should possess a good driving record.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	None Reported	None Reported
Experienced/New to Firm:	\$8.50 - \$16.78	\$11.51
3 Years Experience with Firm:	\$10.00 - \$22.05	\$14.38

Almost all employers provide paid medical and dental insurance, and vacation leave. Most employers provide a paid vision plan, and many employers provide paid life insurance and sick leave. Some employers provide a retirement plan.

Hours

Full time employees work an average of 56 hours per week, while seasonal employees work an average of 65 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced		X	

All job vacancies occurred due to employees leaving. Two Agricultural Crop Farm Managers were hired in the last 12 months.

Employer Recruitment Methods

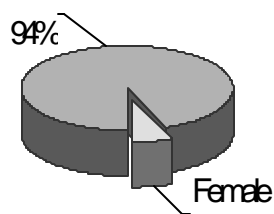
Most successful methods of recruitment:

- * Newspaper Ads —86%
- * Employee Referrals— 71%
- * In-House Promotion or Transfer—43%
- * Employment Development Department — 43%

Size of Occupation

Very Large

Gender



Projections.

All employers surveyed expect employment to remain stable over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: -7.7%

Annual Job Growth: Slow Decline

WHERE THE JOBS ARE

Crop services
Cotton Farms

Produce Crop Farms

Agricultural Inspectors

6 employers responded, 91 employees represented.

Surveyed 2002

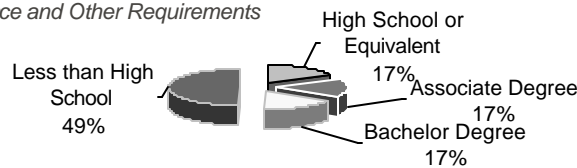
DESCRIPTION (NON-OES 219110999)

Agricultural Inspectors inspect agricultural commodities, processing equipment and facilities, and fish and logging operations to ensure compliance with regulations and laws governing health, quality, and safety. (Illustrative examples: Cattle Examiners; Meat Grader; Grain Sampler.)

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	27%	40%	33%	12
Other Occupational Experience Accepted	33%	27%	N/A	10
Technical or Vocational Training Required	13%	87%	N/A	12
Training Accepted in Lieu of Experience	33%	27%	N/A	10

Skills

Basic Skills	Must be able to communicate verbally; work independently and as a team.
Physical Abilities	Candidates should possess the stamina to sit or stand for two or more hours and be able to lift 50 lbs.; may be required to work overtime hours, weekends or seasonally. May be required to pass a medical exam and submit to drug testing.
Other Requirements	Candidates must pay attention to detail; be able to solve problems. Candidates should possess a good driving record and software skills.

WAGES AND BENEFITS

Non-Union	Range	Median
Entry Level/No Experience:	Insufficient Data	\$6.75
Experienced/New to Firm:	\$6.75 - \$16.78	\$6.75
3 Years Experience with Firm:	\$6.75 - \$19.18	\$6.88

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	Insufficient Data	\$13.55
Experienced/New to Firm:	\$13.11 - \$13.99	\$13.55
3 Years Experience with Firm:	\$13.99 - \$15.23	\$14.61

Many employers provide paid medical, dental, vision and life insurance, and a retirement plan, while some employers provide paid sick and vacation leave.

Hours

Full time employees work an average of 40 hours per week, while seasonal employees work an average of 46 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced		X	

Almost all of the job vacancies occurred due to temporary employment. Forty-seven Agricultural Inspectors were hired in the last 12 months.

Employer Recruitment Methods

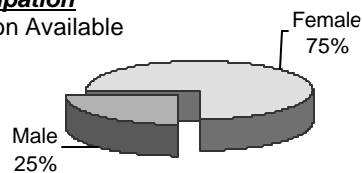
Most successful methods of recruitment:

- * In-House Promotions— 83%
- * Employee Referrals—67%
- * Walk-In Applicants — 50%

Size of Occupation

No Information Available

Gender



Projections.

Almost all employers surveyed expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: No Information Available

Annual Job Growth: No Information Available

WHERE THE JOBS ARE

Food Processors
Packing Houses

Government Agencies

Automotive Mechanics

16 employers responded, 65 employees represented.

Surveyed 2001

DESCRIPTION (OES 853020)

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end mechanics. Please do not include Auto Body Repairers, Bus and truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires

High School or
Equivalent
56%



Less than High
School
44%

Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	75%	N/A	25%
Other Occupational Experience Accepted	19%	75%	N/A
Technical or Vocational Training Required	44%	44%	13%
Training Accepted in Lieu of Experience	69%	31%	N/A

Skills

Basic Skills	Must be able to communicate verbally; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates may be required to work weekends and overtime hours; pay attention to detail; be organized; perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours; and, must able to pass a medical exam.
Other Requirements	Candidates may be required to pass a drug test and possess a good driving record. A few employers commented that candidates may have to own their own tools.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	\$6.25 - \$10.00	\$7.13
Experienced/New to Firm:	\$6.25 - \$16.00	\$9.75
3 Years Experience with Firm:	\$8.25 - \$21.50	\$14.25

Many employers provided medical insurance and paid vacation. Few employers report providing dental, vision and life insurance, and a retirement plan.

Hours

Full time employees work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Many of the job vacancies occurred due to newly created positions. Seventeen Automotive Mechanics were hired in the last 12 months

Employer Recruitment Methods

Most successful methods of recruitment:

- * Employee Referrals—94%
- * Newspaper Ads —82%
- * Walk-In Applicants—76%

Size of Occupation

Very Large

Gender



Projections.

Many employers surveyed expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 18.8%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

Garages

Automotive Repair Shops

Bill and Account Collectors

15 employers responded, 95 employees represented.

Surveyed 2003

DESCRIPTION (SOC 433011)

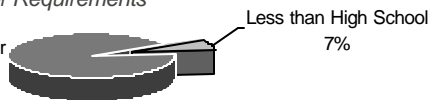
Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; keeping records of collection and status of accounts.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires

High School or
Equivalent
93%



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	27%	40%	33%	12
Other Occupational Experience Accepted	33%	27%	N/A	10
Technical or Vocational Training Required	13%	87%	N/A	12
Training Accepted in Lieu of Experience	33%	27%	N/A	10

Skills

Basic Skills	Must possess basic English, grammar, spelling and math skills; be able to communicate verbally; work independently and as a team.
Physical Abilities	Candidates must be able to sit for two or more hours at a time and lift up to 10 lbs.
Other Requirements	Candidates must be able to pay attention to detail; be organized; possess record keeping skills; be able to solve problems and may have to plan and organize the work of others. Most employers require candidates to possess computer software skills.

WAGES AND BENEFITS

* Union wages represented

	Range	Median
Entry Level/No Experience:	\$6.75 - \$9.00	\$8.00
Experienced/New to Firm:	\$7.25 - \$12.00	\$9.00
3 Years Experience with Firm:	\$8.25 - \$16.00	\$11.00

Almost all employers provide paid vacation, while most provide medical insurance, paid sick leave and a retirement plan. Many employers report providing dental and life insurance. Some employers report providing vision insurance, while few provide paid child care.

Hours

Full time employees work an average of 39 hours per week, and part-time employee hours averaged 24 per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Almost all job vacancies occurred due to employees leaving. Forty-two Bill and Account Collectors were hired in the last 12 months

Employer Recruitment Methods

Most successful methods of recruitment:

- * Newspaper Ads —93%
- * Walk-In Applicants—67%
- * Employee Referrals—47%

Size of Occupation

Medium

Gender



Projections.

Some employers surveyed expect employment to remain stable over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: 50%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Medical Offices

Credit Unions

Financial Institutions

Bookkeeping, Accounting, & Auditing Clerks, including Bookkeepers

15 employers responded, 43 employees represented.

Surveyed 2002

DESCRIPTION (OES 553380)

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is opening special office machines.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires

High School
or
Equivalent
80%



Associate
Degree
20%

Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	53%	13%	33%	19
Other Occupational Experience Accepted	27%	60%	N/A	21
Technical or Vocational Training Required	27%	67%	7%	13
Training Accepted in Lieu of Experience	27%	60%	N/A	17

Skills

Basic Skills	Must be able to communicate verbally; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates may be required to work weekends and over-time hours; be able to lift up to 10 lbs.; and sit for two or more hours at a time.
Other Requirements	Candidates must be able to pay attention to detail; be organized; possess record keeping skills; be able to solve problems and may have to plan and organize the work of others. Candidates should possess wordprocessing, spreadsheet and database skills.

WAGES AND BENEFITS

Union wages were not reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.75 - \$12.63	\$7.38
Experienced/New to Firm:	\$6.75 - \$14.38	\$10.00
3 Years Experience with Firm:	\$7.09 - \$19.84	\$12.00

Most employers provide paid vacation, while some provide medical and life insurance, and paid sick leave. Few employers report providing dental and vision insurance, a retirement plan, and child care.

Hours

Full time employees work an average of 39 hours per week, and part-time employee hours averaged 21 per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Many of the job vacancies occurred due to employees leaving. Seven Bookkeepers, Accounting and Auditing Clerks were hired in the last 12 months

Employer Recruitment Methods

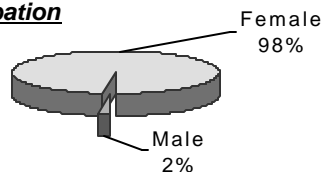
Most successful methods of recruitment:

- * Newspaper Ads —73%
- * Walk-In Applicants—60%
- * Employee Referrals—53%

Size of Occupation

Very Large

Gender



Projections.

Almost all employers surveyed expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 8.8%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

Accounting Firms
School Districts

Government Agencies

Bus and Truck Mechanics and Diesel Engine Specialists

10 employers responded, 49 employees represented.

Surveyed 2003

DESCRIPTION (SOC 493031)

Diagnose, adjust, repair, or overhaul trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

High School or
Equivalent
40%



Less than High
School
60%

Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	70%	20%	10%	23
Other Occupational Experience Accepted	N/A	80%	N/A	N/A
Technical or Vocational Training Required	20%	80%	N/A	18
Training Accepted in Lieu of Experience	40%	40%	N/A	14

Skills

Basic Skills	Must be able to communicate verbally; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates may be required to pass a medical exam and drug test; be able to lift up to 50 lbs.; endure strenuous work; and, stand for two or more hours at a time.
Other Requirements	Candidates must be able to pay attention to detail; be able to solve problems; and, possess a good driving record.

WAGES AND BENEFITS

Non-Union	Range	Median
Entry Level/No Experience:	Not Sufficient Data	Not Sufficient Data
Experienced/New to Firm:	\$6.75 - \$13.75	\$9.75
3 Years Experience with Firm:	\$9.00 - \$15.19	\$15.00

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	Not Sufficient Data	Not Sufficient Data
Experienced/New to Firm:	\$11.67 - \$16.37	\$13.84
3 Years Experience with Firm:	\$14.61 - \$16.71	\$14.52
		\$16.44

Most employers provide paid vacation, while many provide paid medical insurance, paid sick leave, and a retirement plan. Some employers report providing dental, vision and life insurance.

Hours

Full time employees work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Most of job vacancies occurred due to employees leaving. Eight Bus and Truck Mechanics and Diesel Engine Specialists were hired in the last 12 months

Employer Recruitment Methods

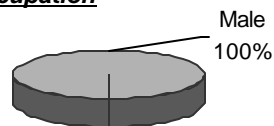
Most successful methods of recruitment:

- * Newspaper Ads —80%
- * Walk-In Applicants—60%
- * Employee Referrals—60%
- * Employment Development Department—40%

Size of Occupation

Medium

Gender



Projections.

Most employers surveyed expect employment to remain stable over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: 25%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Trucking Services
Truck Repair Shop

Government Agencies

Bus Drivers, School

15 employers responded, 110 employees represented.

Surveyed 2003

DESCRIPTION (SOC 533022)

Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires

High School or
Equivalent
93%



Less than High
School
7%

Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	73%	13%	13%	10
Other Occupational Experience Accepted	20%	67%	N/A	14
Technical or Vocational Training Required	60%	40%	N/A	7
Training Accepted in Lieu of Experience	60%	27%	N/A	9

Skills

Basic Skills	Must be able to communicate verbally; work independently and as a team.
Physical Abilities	Candidates must be able to pass a medical exam and drug test; work part-time and on-call; be able to lift up to
Other Requirements	Candidates must be able to pay attention to detail; be able to organize their time; work under pressure; handle a crisis; be trained in CPR and first aid; and, possess a good driving record.

WAGES AND BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.75 - \$13.75	\$11.86
Experienced/New to Firm:	\$9.50 - \$13.75	\$12.28
3 Years Experience with Firm:	\$11.00 - \$14.37	\$13.65

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	None Reported	None Reported
Experienced/New to Firm:	\$11.67 - \$14.59	\$13.63
3 Years Experience with Firm:	\$12.89 - \$16.08	\$14.10

All employers provide paid sick leave, while almost all provide paid vacation leave. Many employers provide paid medical, dental and vision insurance and a retirement plan. Some employers provide life insurance.

Hours

Full time employees work an average of 39 hours per week, and part-time employee hours averaged 21 per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced		X	

Many of the job vacancies occurred due to employees leaving. Thirteen School Bus Drivers were hired in the last 12 months

Employer Recruitment Methods

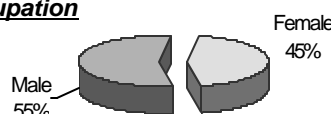
Most successful methods of recruitment:

- * Newspaper Ads —100%
- * Walk-In Applicants—53%
- * Employee Referrals—53%
- * In-House Promotion or Transfer—33%

Size of Occupation

Medium

Gender



Projections.

All employers surveyed expect employment to remain stable over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: 12.5%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

School Districts

Day Care Centers

Cashiers

15 employers responded, 302 employees represented.

Surveyed 2001

DESCRIPTION (OES 490230)

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires

Less than High
School
60%



High School or
Equivalent
40%

Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	N/A	67%	33%
Other Occupational Experience Accepted	20%	13%	N/A
Technical or Vocational Training Required	N/A	100%	N/A
Training Accepted in Lieu of Experience	27%	7%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess basic math skill; work independently and as a team; and, do repetitive work
Physical Abilities	Candidates may be required to work weekends; be on-call and work over-time hours; pay attention to detail; be organized; possess a good driving record, and possess the stamina to stand for two or more hours.
Other Requirements	Possess multi-cultural familiarity; able to work under stress. Employers stressed the importance of personal qualities such as dependability and honesty.

WAGES AND BENEFITS

Union wages were not reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.25 - \$6.62	\$6.25
Experienced/New to Firm:	\$6.25 - \$7.00	\$6.25
3 Years Experience with Firm:	\$6.25 - \$8.50	\$7.00

Some employers provided medical and dental insurance, sick leave and paid vacation. Few employers provide vision and life insurance, and a retirement plan.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 22 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified	N/A	N/A	N/A
Inexperienced	X		

Many of the job vacancies occurred due to employees leaving. Forty-six Cashiers were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Walk-In Applicants—85%
- * Employee Referrals—59%
- * School, Program Referrals—52%

Size of Occupation

Very Large

Gender



Projections.

Many employers surveyed expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth 22.6%

Annual Job Growth: Average

WHERE THE JOBS ARE

Department Stores
Variety Stores

Grocery Stores

Child Care Workers

16 employers responded, 145 employees represented.

Surveyed 2003

DESCRIPTION (SOC 399011)

Attend to children at schools, businesses, private households, and child care institutions. Perform a variety of tasks such as dressing, feeding, bathing, and overseeing play.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires

High School or
Equivalent
94%



Less than High School
6%

Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	31%	19%	50%	12
Other Occupational Experience Accepted	38%	44%	N/A	12
Technical or Vocational Training Required	38%	63%	N/A	12
Training Accepted in Lieu of Experience	56%	25%	N/A	11

Skills

Basic Skills	Must be able to communicate verbally and possess good English, grammar, spelling and math skills; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates may work part-time and be on-call; be able to lift 50 lbs.; possess the stamina to stand or sit for two or more hours; and, be able to pass a background clearance and drug test.
Other Requirements	Candidates should be trained in CPR and first aid; possess multi-cultural familiarity; and, be able to work under stress.

WAGES AND BENEFITS

*Union wages represented

	Range	Median
Entry Level/No Experience:	\$6.75 - \$9.95	\$6.75
Experienced/New to Firm:	\$6.75 - \$10.97	\$7.00
3 Years Experience with Firm:	\$6.75 - \$12.38	\$8.00

Many employers provide paid sick and vacation leave, while some provide life insurance. Few employers provide paid medical, dental and vision insurance.

Hours

Full time employees work an average of 39 hours per week, while part-time employees work 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified	X		
Inexperienced		X	

Many of the job vacancies occurred due to employees leaving. Twenty-four Child Care Workers were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Employee Referrals—88%
- * Newspaper Ads—81%
- * Walk-In Applicants—56%

Size of Occupation

Large

Gender



Projections.

Most employers surveyed expect employment to remain stable over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth 37.5%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Elementary and Secondary Schools
Churches

Child Care Centers

Computer Support Specialists

11 employers responded, 27 employees represented.

Surveyed 2002

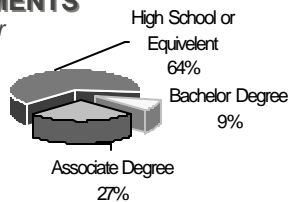
DESCRIPTION (OES 251040)

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	73%	18%	9%	25
Other Occupational Experience Accepted	27%	45%	N/A	24
Technical or Vocational Training Required	36%	36%	27%	22
Training Accepted in Lieu of Experience	27%	55%	N/A	20

Skills

Basic Skills	Must be able to communicate verbally; know basic math and possess good writing skills; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates must be willing to work unusual hours, overtime and weekends; be able to pass a physical and drug test; possess the stamina to stand or sit for two or more hours; and, have a good driving record.
Other Requirements	Must be organized and handle their time well; pay attention to detail; solve problems; work under pressure, and, handle a crisis. All candidates must be familiar with various software programs.

WAGES AND BENEFITS

Non-Union	Range	Median
Entry Level/No Experience:	Insufficient Data	Insufficient Data
Experienced/New to Firm:	\$6.75 - \$50.00	\$20.98
3 Years Experience with Firm:	\$8.00—\$50.00	\$23.60

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	Insufficient Data	Insufficient Data
Experienced/New to Firm:	\$13.49—20.14	\$15.65
3 Years Experience with Firm:	\$14.92—\$23.01	\$19.51

Most employers provide paid sick and vacation leave. Some employers provide medical, dental, vision and life insurance, as well as a retirement plan.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 24 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced		X	

Almost all of the job vacancies occurred due to newly created positions. Two Computer Support Specialists were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Newspaper Ads—82%
- * Internet— 64%
- * Employee Referrals and Walk-In Applicants—36%

Size of Occupation

Medium

Gender

Female
44%



Male
56%

Projections

Almost all employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 50%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Government Offices

Public Schools

Internet Service Providers

Cooks—Restaurant

15 employers responded, 108 employees represented.

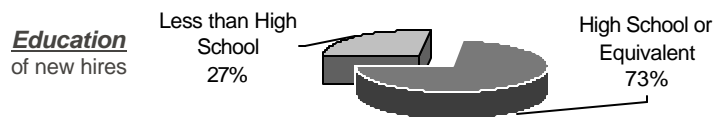
Surveyed 2003

DESCRIPTION (SOC 352014)

Prepare, season, and cook soups, meats, vegetables, desserts, or other foodstuffs in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	60%	33%	7%	9
Other Occupational Experience Accepted	13%	53%	N/A	5
Technical or Vocational Training Required	7%	93%	N/A	48
Training Accepted in Lieu of Experience	33%	33%	N/A	10

Skills

Basic Skills	Must be able to communicate verbally; know basic math; and, work as a team.
Physical Abilities	Candidates must be willing to work unusual hours, over-time and weekends; be able to pass a physical and drug test; possess the stamina to stand for two or more hours; and, have a good driving record.
Other Requirements	Must be organized and handle their time well; pay attention to detail; work under pressure; and, handle a crisis.

WAGES AND BENEFITS

Union Wages not Reported

	Range	Median
Entry Level/No Experience:	\$6.75—\$7.50	\$7.05
Experienced/New to Firm:	\$6.75 - \$8.50	\$7.00
3 Years Experience with Firm:	\$7.00—\$10.00	\$9.00

Some employers provide medical insurance and paid vacation leave, while few employers provide medical, dental, vision and life insurance, and paid sick leave and retirement plan.

Hours

Full time employees work an average of 38 hours per week, while part-time employees work 26 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced	X		

Many of the job vacancies occurred due to newly created positions and employees leaving. Twelve Restaurant Cooks were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Walk-In Applicants—93%
- * Newspaper Ads—80%
- * Employee Referrals— 80%
- * Other – 27%

Size of Occupation

Large

Gender



Projections

Most employers expect employment to grow over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: 16.7%

Annual Job Growth: Faster than Average

WHERE THE JOBS ARE

Eating Establishments

Customer Service Representatives

15 employers responded, 74 employees represented.

Surveyed 2003

DESCRIPTION (SOC 434051)

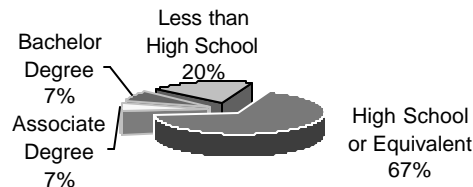
Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	33%	40%	27%	11
Other Occupational Experience Accepted	33%	27%	N/A	8
Technical or Vocational Training Required	13%	87%	N/A	9
Training Accepted in Lieu of Experience	13%	47%	N/A	5

Skills

Basic Skills	Must be able to communicate verbally; possess good writing, grammar, spelling and math skills; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates must be willing to work unusual hours, overtime and weekends; be able to pass a drug test; be able to lift 10 lbs.; possess the stamina to stand or sit for two or more hours; and, have a good driving record.
Other Requirements	Must be organized and handle their time well; pay attention to detail; solve problems; work under pressure; and, handle a crisis. Candidates should possess good computer software skills.

WAGES AND BENEFITS

Union Wages not Reported

	Range	Median
Entry Level/No Experience:	\$6.75—\$11.51	\$8.50
Experienced/New to Firm:	\$6.75 - \$15.00	\$9.25
3 Years Experience with Firm:	\$7.50—\$16.78	\$11.10

*Other compensation was reported at \$2.39 per hr.

Most employers provide paid vacation leave, while many provide paid sick leave, life insurance, a retirement plan, medical and dental insurance. Some employers provide vision insurance.

Hours

Full time employees work an average of 41 hours per week, while part-time employees work 28 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Many job vacancies occurred due to employees leaving. Twenty-seven Customer Service Representatives were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Newspaper Ads—73%
- * Employee Referrals— 73%
- * Walk-In Applicants—67%
- * In-House Promotions—53%

Size of Occupation

Medium

Gender



Projections

Most employers expect employment to grow over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: 0%

Annual Job Growth: Remain Stable

WHERE THE JOBS ARE

Department Stores

Automotive Dealerships

Banking and Credit Institutions

Dental Assistants

10 employers responded, 30 employees represented.

Surveyed 2003

DESCRIPTION (SOC 319091)

Assist dentist, set up patient and equipment, and keep records.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	70%	10%	20%	11
Other Occupational Experience Accepted	N/A	90%	N/A	0
Technical or Vocational Training Required	70%	30%	27%	15
Training Accepted in Lieu of Experience	20%	70%	N/A	14

Skills

Basic Skills	Must be able to communicate verbally and in writing; know basic math; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates must possess the stamina to stand or sit for two or more hours; and, be able to lift 10 lbs.
Other Requirements	Must be organized and handle their time well; pay attention to detail; solve problems; work under pressure, be trained in CPR and first aid; and, handle a crisis. Candidates should be familiar using computer software; and, must be a Registered Dental Assistant in California.

WAGES AND BENEFITS

Union Wages not Reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.00—12.46	\$9.73
Experienced/New to Firm:	\$7.00 - \$14.96	\$12.00
3 Years Experience with Firm:	\$10.00—\$20.00	\$13.75

Almost all employers provide paid vacation leave, while most employers provide dental insurance and paid sick leave. Many employers provide a retirement plan, and, some provide paid medical and vision insurance.

Hours

Full time employees work an average of 38 hours per week, while part-time employees work 22 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced		X	

Most of the job vacancies occurred due to employees leaving. Eight Dental Assistants were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Employee Referrals—100%
- * Newspaper Ads —70%
- * Walk-In Applicants—60%

Size of Occupation

Medium

Gender

Female
100%



Projections

Most employers expect employment to grow over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: 28.6%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Dentist's Office

Dental Surgeon's Office

Orthodontist's Office

Dental Hygienists

14 employers responded, 28 employees represented.

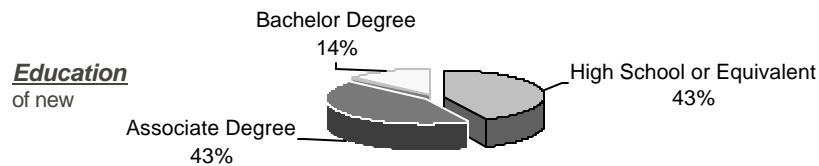
Surveyed 2001

DESCRIPTION (OES 329080)

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	50%	36%	14%
Other Occupational Experience Accepted	N/A	57%	N/A
Technical or Vocational Training Required	100%	N/A	N/A
Training Accepted in Lieu of Experience	7%	57%	N/A

Skills

Basic Skills	Must be able to communicate verbally; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates must be able to pay attention to detail; be organized; work under pressure and be able to handle a crisis; possess the stamina to stand for two or more hours.
Other Requirements	Must be a Registered Dental Hygienist licensed in California; willing to earn continuing education credits; familiar with the use of software applications.

WAGES AND BENEFITS

Union wages not reported

	Range	Median
Entry Level/No Experience:	\$33.75 - \$48.00	\$35.00
Experienced/New to Firm:	\$19.75 - \$39.89	\$32.50
3 Years Experience with Firm:	\$22.50 - \$49.86	\$37.50

Some employers provided medical, dental and vision insurance, and paid sick and vacation pay. Many employers provide retirement plans.

Hours

Full time employees work an average of 36 hours per week, while part-time employees work 16 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified	X		
Inexperienced		X	

All of the job vacancies occurred due to newly created positions. Three Dental Hygienists were hired in the last 12 months.

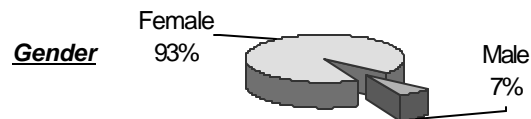
Employer Recruitment Methods

Most successful methods of recruitment:

- * School, Program Referrals—100%
- * Employee Referrals—100%
- * Walk-In Applicants—100%

Size of Occupation

Medium



Projections

Almost all employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 20%

Annual Job Growth: Average

WHERE THE JOBS ARE

Dentists Office

Dental Surgeons Office

Orthodontist Office

Educational, Vocational, and School Counselors

11 employers responded, 115 employees represented.

Surveyed 2003

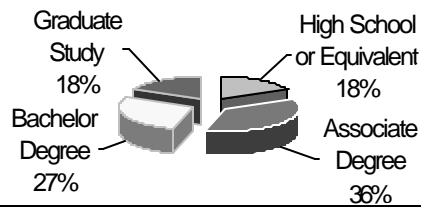
DESCRIPTION (SOC 211012)

Counsel individuals and provide group educational and vocational guidance services.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	73%	18%	9%	19
Other Occupational Experience Accepted	55%	27%	N/A	18
Technical or Vocational Training Required	27%	73%	N/A	24
Training Accepted in Lieu of Experience	46%	36%	N/A	20

Skills

Basic Skills	Must possess good English, grammar, spelling, math, and writing skills; be able to communicate verbally.
Physical Abilities	Candidates must be able to pass a physical examination and a drug test; lift 10 lbs.; possess the stamina to sit for two or more hours; and, have a good driving record.
Other Requirements	Must possess multi-cultural familiarity; be organized and handle their time well; pay attention to detail; solve problems; work under pressure and handle a crisis; and, be able to use computer software.

WAGES AND BENEFITS

Non-Union	Range	Median
Entry Level/No Experience:	Insufficient Data	Insufficient Data
Experienced/New to Firm:	\$11.51 - \$22.73	\$15.32
3 Years Experience with Firm:	\$12.95 - \$26.03	\$19.00

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$17.13—\$17.13	\$17.13
Experienced/New to Firm:	\$12.85 - \$49.86	\$15.01
3 Years Experience with Firm:	\$14.20 - \$60.41	\$21.28

Almost all employers provide paid sick and vacation leave, while most provide dental insurance and a retirement plan. Many employers provide medical, vision and life insurance.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Most of the job vacancies occurred due to newly created positions. Six Educational, Vocational, and School Counselors were hired in the last 12 months.

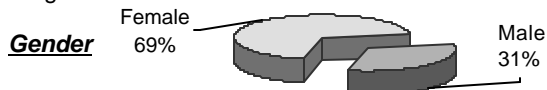
Employer Recruitment Methods

Most successful methods of recruitment:

- * Newspaper ads—91%
- * Internet—82%
- * In-House Promotions or Transfers—36%
- * Employee Referrals—36%

Size of Occupation

Large



Projections

Almost all employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 14%

Projected Job Growth: 14.3%

Annual Job Growth: Average

WHERE THE JOBS ARE

Vocational Training Agencies

Secondary Schools

Colleges

Electrician

11 employers responded, 126 employees represented.

Surveyed 2002

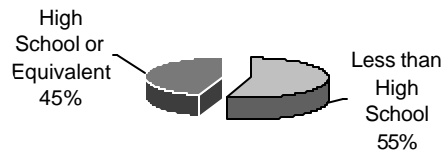
DESCRIPTION (OES 872020)

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Please include Protective Signal Installers and Repairers and Street Light Servicers.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	73%	NA	27%	26
Other Occupational Experience Accepted	9%	82%	N/A	12
Technical or Vocational Training Required	36%	64%	N/A	24
Training Accepted in Lieu of Experience	27%	73%	N/A	22

Skills

Basic Skills	Must be able to communicate verbally; know basic math; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates must be willing to work unusual hours, overtime and weekends; be able to pass a physical and pass a drug test; possess the stamina to stand for two or more hours, and have a good driving record.
Other Requirements	Must be organized and handle their time well; pay attention to detail; solve problems; work under pressure and handle a crisis.

WAGES AND BENEFITS

Non-Union	Range	Median
Entry Level/No Experience:	None Reported	None Reported
Experienced/New to Firm:	\$7.00 - \$8.00	\$8.00
3 Years Experience with Firm:	\$10.00 - \$22.00	\$15.00

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	None Reported	None Reported
Experienced/New to Firm:	\$11.51 - \$27.10	\$19.52
3 Years Experience with Firm:	\$12.47 - \$28.50	\$20.52

Almost all employers provide paid vacation, and many provide Medical insurance, retirement plan and sick leave. Some employers provide life insurance, while few employers provide dental and vision insurance.

Hours

Full time employees work an average of 43 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Most of the job vacancies occurred due to temporary hiring. Thirty-five Electricians were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Walk-In Applicants & Newspaper Ads—55%
- * Employee Referrals—45%
- * Internet—27%

Size of Occupation

Large

Gender



Projections

Almost all employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate:
21.5%

Projected Job Growth: 25%

Annual Job Growth: Faster than Average

WHERE THE JOBS ARE

Electrical Contractors
Government Offices

Manufacturing Firms

Elementary School Teachers, except Special Education

13 employers responded, 932 employees represented.

Surveyed 2003

DESCRIPTION (SOC 252021)

Teach pupils in public or private schools at the elementary level basic academic, social, and other formative skills.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires

Bachelor Degree
92%



Graduate Study
8%

Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	31%	62%	8%	12
Other Occupational Experience Accepted	N/A	38%	N/A	N/A
Technical or Vocational Training Required	54%	46%	N/A	19
Training Accepted in Lieu of Experience	15%	23%	N/A	12

Skills

Basic Skills	Must possess good English, grammar, spelling, math, and writing skills; be able to communicate verbally; and, work independently and as a team.
Physical Abilities	Candidates must be able to pass a physical and a drug test; lift 10 lbs.; possess the stamina to sit for two or more hours, and, have a good driving record.
Other Requirements	Must possess multi-cultural familiarity; be organized and handle their time well; pay attention to detail; solve problems; work under pressure, be trained in CPR and first aid; and, handle a crisis. Candidates should be familiar with using computer software; and, possess a California Teaching Credential.

WAGES AND BENEFITS

Union Wages Reported

	Range	Median
Entry Level/No Experience:	\$14.84—\$19.55	\$17.82
Experienced/New to Firm:	\$14.84 - \$19.55	\$17.82
3 Years Experience with Firm:	\$15.75 - \$22.59	\$19.05

All employers provide paid sick leave, while most employers provide medical, dental and vision insurance and provide vacation leave. Many employers provide a retirement plan, while some employers provide life insurance.

Hours

Full time employees work an average of 38 hours per week. Part-time employees work 23 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Almost all of the job vacancies occurred due to employees leaving. Ninety-six Elementary School Teachers were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Colleges/Universities, Internet, Newspaper Ads —77%
- * Walk-In Applicants, Employee Referrals—15%
- * In-House Promotions, Other—8%

Size of Occupation

Very Large



Projections

Most employers expect employment to remain stable over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: 18.1%

Annual Job Growth: Faster than Average

WHERE THE JOBS ARE

Public School Districts

Private Schools

Emergency Medical Technicians and Paramedics

6 employers responded, 114 employees represented.

Surveyed 2003

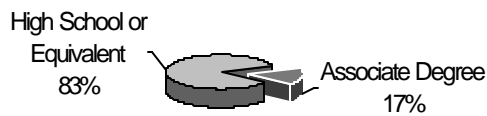
DESCRIPTION (SOC 292041)

Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	33%	50%	17%	10
Other Occupational Experience Accepted	17%	33%	N/A	6
Technical or Vocational Training Required	83%	17%	N/A	14
Training Accepted in Lieu of Experience	N/A	50%	N/A	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess math skills; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work weekends, nights, overtime hours and be on-call; pay attention to detail; be organized; perform strenuous work lifting up to 50 lbs.; possess the stamina to sit or stand for two or more hours; and, be able to pass a medical exam and drug test.
Other Requirements	Candidates must possess a good driving record; be able to work under pressure; pay attention to detail, be able to solve problems; and, be a certified Emergency Medical Technician and/or Paramedic.

WAGES AND BENEFITS

Non-Union	Range	Median
Entry Level/No Experience:	Insufficient Data	Not Sufficient Data
Experienced/New to Firm:	\$8.46 - \$22.00	\$12.00
3 Years Experience with Firm:	\$9.53 - \$24.00	\$14.00

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	Not Sufficient Data	Not Sufficient Data
Experienced/New to Firm:	\$8.54 - \$11.47	\$9.37
3 Years Experience with Firm:	\$9.92 - \$13.14	\$10.35

Almost all employers provide paid vacation and sick leave, while most employers provide medical and dental insurance. Many employers provide vision insurance and a retirement plan, while some employers provide life insurance.

Hours

Full time employees work an average of 56 hours per week. Part-time employees work an average of 25 hours per week. Typically, Emergency Medical Technicians and Paramedics work 24 hour shifts.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced			X

Almost all of the job vacancies occurred due to employees leaving. Twelve Emergency Medical Technicians and Paramedics were hired in the last 12 months.

Employer Recruitment Methods

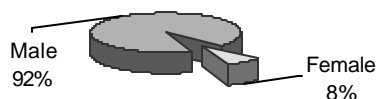
Most successful methods of recruitment:

- * Newspaper Ads—83%
- * School, Program Referrals—67%
- * Internet—50%

Size of Occupation

Medium

Gender



Projections

Most employers expect employment to remain stable over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: 33.3%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Hospitals Fire Departments
Ambulance Services

Farm Equipment Mechanics

12 employers responded, 63 employees represented.

Surveyed 2001

DESCRIPTION (OES 853210)

Farm Equipment Mechanics maintain, repair, and overhaul farm machinery and vehicles, such as tractors, harvesters, and irrigation systems. They may repair dairy equipment. Please do not include Bus and Truck Mechanics and Diesel Engine Specialists.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires

High School or Equivalent

42%



Less than High School

58%

Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	67%	N/A	33%
Other Occupational Experience Accepted	25%	75%	N/A
Technical or Vocational Training Required	8%	83%	8%
Training Accepted in Lieu of Experience	58%	42%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess math skills; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work weekends and over-time hours; pay attention to detail; be organized; . Perform strenuous work lifting up to 50 lbs.; possess the stamina to sit or stand for two or more hours; and, must able to pass a drug test.
Other Requirements	Candidates must possess a good driving record; be able to work under pressure; pay attention to detail, and, be able to solve problems.

WAGES AND BENEFITS

Union wages were not reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	Insufficient Data	Insufficient Data
Experienced/New to Firm:	\$6.65 - \$12.50	\$9.25
3 Years Experience with Firm:	\$7.67 - \$16.00	\$12.25

Most employers provide paid vacation while many provide sick pay and medical insurance. Some employers provide life insurance. Few employers provide dental and vision insurance, and a retirement plan.

Hours

Full time employees work an average of 49 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced		X	

Many of the job vacancies occurred due to newly created positions. Ten Farm Equipment Mechanics were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Employee Referrals—100%
- * Newspaper Ads —80%
- * Walk-In Applicants—50%

Size of Occupation

No Information Available

Gender



Male
100%

Projections.

Most employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: No Information Available

Annual Job Growth: No Information Available

WHERE THE JOBS ARE

Crop Service Providers
Farming Operations

Farm Machinery Retailers

Farm Equipment Operators

11 employers responded, 168 employees represented.

Surveyed 2002

DESCRIPTION (OES 790210)

Farm Equipment Operators drive and control farm equipment to till soil and to plant, cultivate, and harvest crops.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires

Less than High School
82%



High School or
Equivalent
18%

Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	55%	18%	27%	9
Other Occupational Experience Accepted	27%	55%	N/A	10
Technical or Vocational Training Required	27%	64%	9%	5
Training Accepted in Lieu of Experience	27%	55%	N/A	8

Skills

Basic Skills	Must be able to communicate verbally, work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work seasonally, on weekends and over-time hours; pay attention to detail; perform strenuous work lifting up to 50 lbs.; possess the stamina to sit or stand for two or more hours; and, must able to pass a drug test.
Other Requirements	Candidates must possess a good driving record; be able to work under pressure, pay attention to detail and be able to solve problems.

WAGES AND BENEFITS

Union wages were not reported.

	Range	Median
Entry Level/No Experience:	\$6.75— \$9.21	\$7.15
Experienced/New to Firm:	\$6.75 - \$8.50	\$7.00
3 Years Experience with Firm:	\$6.80 - \$10.00	\$8.00
*Other compensation was reported averaging \$.17 an hour.		

Some employers provide paid vacation and medical insurance. Few employers provide dental, vision, life insurance and a retirement plan.

Hours

Full time employees work an average of 59 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced	X		

All of the job vacancies occurred due to filling of temporary positions. One-hundred fifty-eight Farm Equipment Operators were hired in the last 12 months.

Employer Recruitment Methods

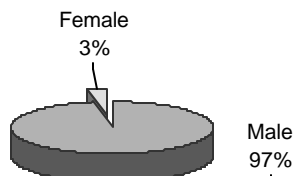
Most successful methods of recruitment:

- * Employee Referrals and Walk-In Applicants—91%
- * Employment Development Department — 36%
- * In-House Promotions — 45%

Size of Occupation

No Information Available

Gender



Projections.

Almost all employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: No Information Available

Annual Job Growth: No Information Available

WHERE THE JOBS ARE

Farm Labor Contractors

Farming Operations

Farmworkers, Farm and Ranch Animals

15 employers responded, 241 employees represented.

Surveyed 2002

DESCRIPTION (OES 798580)

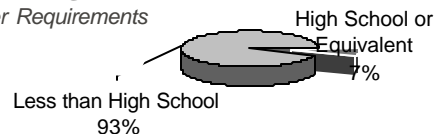
Farmworkers, Farm and Ranch Animal Workers attend to live farm or ranch animals that may include cattle, sheep, swine, goats, and poultry produced for animal products such as meat, fur, skins, feathers, milk, and eggs. Duties may include feeding, watering, herding, grazing, castrating, branding, debeaking, weighing, catching, and loading animals. May maintain records on animals; examine animals to detect diseases and injuries; assist in birth deliveries; and administer medications, vaccinations, or insecticide as appropriate. May clean and maintain housing areas. Include workers who tend dairy milking machines, shear wool from sheep, collect eggs in hatcheries, place shoes on animals' hooves, and tend bee colonies.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	33%	20%	47%	10
Other Occupational Experience Accepted	20%	60%	N/A	12
Technical or Vocational Training Required	N/A	93%	7%	6
Training Accepted in Lieu of Experience	40%	40%	N/A	6

Skills

Basic Skills	Must be able to communicate verbally, work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates may be required to work various shifts, on week-ends and over-time hours; pay attention to detail; perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours.
Other Requirements	Candidates must pay attention to detail. Employers reported key-boarding skills were needed.

WAGES AND BENEFITS

Union wages were not reported.

	Range	Median
Entry Level/No Experience:	\$6.75—\$9.61	\$6.95
Experienced/New to Firm:	\$6.75 - \$9.61	\$7.29
3 Years Experience with Firm:	\$6.75 - \$11.51	\$8.75

*Other compensation was reported to be \$.03 to \$1.73 an hour.

Most employers provide paid vacation, while many provide medical insurance. Some employers provide dental, life and vision insurance and a retirement plan. Few report providing paid sick leave.

Hours

Full time employees work an average of 57 hours per week and part-time employees work an average of 22 hours.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Most of the job vacancies occurred due to filling of temporary positions. One-hundred forty-one Farmworkers, Farm and Ranch Animals were hired in the last 12 months.

Employer Recruitment Methods

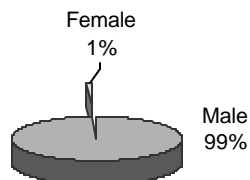
Most successful methods of recruitment:

- * Employee Referrals — 100%
- * Walk-in Applicants—87%
- * In-House Promotions — 67%

Size of Occupation

No Information Available

Gender



Projections.

Almost all employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: No Information Available

Annual Job Growth: No Information Available

WHERE THE JOBS ARE

Cattle Ranches
Poultry Farms

Dairy Farms

Financial Managers

15 employers responded, 22 employees represented.

Surveyed 2002

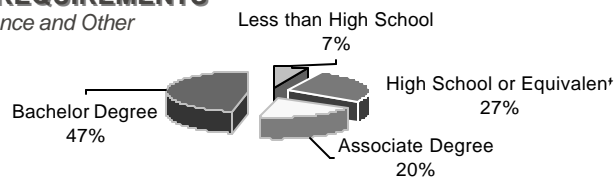
DESCRIPTION (OES 130020)

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Please include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	80%	13%	7%	41
Other Occupational Experience Accepted	33%	53%	N/A	27
Technical or Vocational Training Required	13%	73%	13%	33
Training Accepted in Lieu of Experience	27%	60%	N/A	11

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess math skills; work independently and as a team.
Physical Abilities	Candidates may be required to work weekends and over-time hours; be able to lift up to 50 lbs.; and, be able to sit for two or more hours.
Other Requirements	Candidates must possess multi-cultural familiarity; be able to work under pressure; pay attention to detail and be able to solve problems; possess good record keeping skills; be able to handle a crisis; work under pressure; plan and organize the work of others and have supervisory skills. Employers reported candidates must possess word processing, spreadsheet and database skills.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	\$10.00—\$24.73	\$18.22
Experienced/New to Firm:	\$8.28—\$43.87	\$19.18
3 Years Experience with Firm:	\$10.55—\$53.33	\$26.59

* Other compensation was reported in the form of a bonus averaging \$1.15 an hour.

Almost all employers provide paid vacation and sick leave, while most provide life insurance. Many employers provide a retirement plan, and medical and dental insurance. Some employers report providing vision insurance.

Hours

Full time employees work an average of 41 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Most of the job vacancies occurred due to employees leaving the firm. Four Financial Managers were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Newspaper Ads —73%
- * Internet—53%
- * Promotions, Employee Referrals, Walk-In Applicants —40%
- *

Size of Occupation

Medium

Gender



Projections.

Many employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 28.6%

Annual Job Growth: Faster than Average

WHERE THE JOBS ARE

Government Agencies

Banking Institutions

Manufacturing Firms

Food Service Managers

15 employers responded, 34 employees represented.

Surveyed 2002

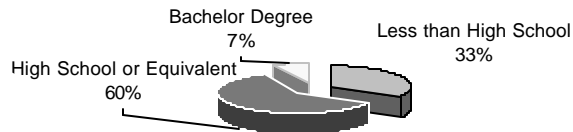
DESCRIPTION (OES 150261)

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Please include Food and Beverage Directors.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	60%	20%	20%	15
Other Occupational Experience Accepted	N/A	80%	N/A	N/A
Technical or Vocational Training Required	7%	93%	N/A	6
Training Accepted in Lieu of Experience	33%	47%	N/A	24

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess math skills; work independently and as a team.
Physical Abilities	Candidates may be required to work weekends and over-time hours; be able to lift up to 10 lbs.; and, be able to sit for two or more hours.
Other Requirements	Candidates must be able to work under pressure; pay attention to detail and be able to solve problems; possess good record keeping skill; be able to handle a crisis; work under pressure; plan and organize the work of others; and, have supervisory skills. Employers reported candidates must possess word processing, spreadsheet and database skills.

WAGES AND BENEFITS

Union wages not reported.

	Range	Median
Entry Level/No Experience:	\$6.75—\$10.13	\$7.25
Experienced/New to Firm:	\$6.75 —\$18.11	\$8.50
3 Years Experience with Firm:	\$6.75—\$21.10	\$10.00
* Other compensation was reported in the form of a bonus averaging \$.19 to \$.40 an hour.		

Many employers provide paid vacation, while some provide medical, dental and vision insurance. Few employers provide a retirement plan and life insurance.

Hours

Full time employees work an average of 43 hours per week and part-time employees work an average of 19 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Most of the job vacancies occurred due to employees leaving the firm. Three Food Service Managers were hired in the last 12 months.

Employer Recruitment Methods

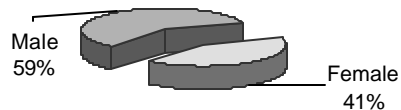
Most successful methods of recruitment:

- * Walk-In Applicants, Employee Referrals—67%
- * In-House Promotions—60%
- * Newspaper Ads—47%

Size of Occupation

Medium

Gender



Projections.

Most employers expect employment to grow over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 33%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Public and Private Schools

Eating Establishments

General Office Clerks

15 employers responded, 124 employees represented.

Surveyed 2001

DESCRIPTION (OES 553470)

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Workers whose duties are narrowly defined are not included.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	60%	20%	20%
Other Occupational Experience Accepted	33%	47%	N/A
Technical or Vocational Training Required	20%	73%	7%
Training Accepted in Lieu of Experience	53%	27%	N/A

Skills

Basic Skills	Must possess good English, grammar, spelling and math skills; be able to communicate verbally and in writing; work independently and as a team.
Physical Abilities	Candidates must be able to sit for two or more hours and be able to lift at least 10 lbs. They may be asked to take a drug test.
Other Requirements	Candidates must be able to keep record, pay attention to detail and organize their time. Almost all employers require candidates to possess computer software skills in word processing, spreadsheets and most require database programs.

WAGES AND BENEFITS

*Union Wages Represented

	Range	Median
Entry Level/No Experience:	\$6.25 - \$10.06	\$6.75
Experienced/New to Firm:	\$6.25 - \$10.32	\$7.25
3 Years Experience with Firm:	\$6.25 - \$13.13	\$8.88

Almost all employers provide employer paid vacation while most employers provided medical insurance. Many employers provide dental and vision insurance, sick leave and a retirement plan. Some employers provide life insurance while a few provide paid child care.

Hours

Full time employees work an average of 41 hours per week, while part-time employees work 14 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Most of the job vacancies occurred due to newly created positions. Twenty-five General Office Clerks were hired in the last 12 months

Employer Recruitment Methods

Most successful methods of recruitment:

- * Walk-In Applicants—92%
- * Newspaper Ads —80%
- * Employee Referrals—80%

Size of Occupation

Very Large



Projections

Most employers expect employment to remain stable over the next two years.

Kings County's average 1995-2000 projected occupational growth rate: 21.5%

Projected Job Growth: 19.1%

Annual Job Growth: Slower Than Average

WHERE THE JOBS ARE

Department Store
Insurance Office

Government Offices

Hand Packers and Packagers

3 employers responded, 93 employees represented.

Surveyed 2002

DESCRIPTION (OES 989020)

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Please do not include workers whose jobs require more than minimum training.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires

Less than High School

100%



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	33%	67%	N/A	8
Other Occupational Experience Accepted	33%	N/A	N/A	8
Technical or Vocational Training Required	N/A	100%	N/A	N/A
Training Accepted in Lieu of Experience	N/A	33%	N/A	N/A

Skills

Basic Skills	Must be able to communicate verbally, work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work various shifts; on week-ends and over-time hours; pay attention to detail; perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours, and be able to pass a drug test.
Other Requirements	Candidates must pay attention to detail and possess multi-cultural familiarity.

WAGES AND BENEFITS

Union wages were not reported.

	Range	Median
Entry Level/No Experience:	\$7.25—\$8.98	\$8.12
Experienced/New to Firm:	\$6.75 - \$8.98	\$7.25
3 Years Experience with Firm:	\$7.50 - \$15.34	\$7.60

Some employers provide paid medical, dental and vision insurance, and paid vacation leave.

Hours

Full time employees work an average of 40 hours per week and part-time employees work an average of 30 hours.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced	X		

Most of the job vacancies occurred due to the creation of new positions. Eighty-five Hand Packers and Packagers were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Employee Referrals, Walk-In Applicants — 100%
- * In-House Promotions — 67%
- * Employment Development Department—33%

Size of Occupation

Very Large

Gender



Projections.

Almost all employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 27.8%

Annual Job Growth: Faster than Average

WHERE THE JOBS ARE

Manufacturing Firms

Delicatessen

Heating, Air Conditioning, and Refrigeration

6 employers responded, 32 employees represented.

Surveyed 2001

DESCRIPTION (OES 859020)

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. This does not include workers who do only plumbing and pipefitting work.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires

High School or
Equivalent
67%



Less than High School
33%

Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	83%	N/A	17%
Other Occupational Experience Accepted	N/A	100%	N/A
Technical or Vocational Training Required	67%	33%	10%
Training Accepted in Lieu of Experience	67%	33%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates may be required to work weekends and over-time hours; possess a good driving record; perform strenuous work lifting up to 100 lbs.; possess the stamina to stand for two or more hours and may be required to pass a medical exam.
Other Requirements	Candidates must pay attention to detail and be able to resolve problems.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	None Reported	None Reported
Experienced/New to Firm:	\$8.00 - \$12.00	\$9.50
3 Years Experience with Firm:	\$12.00 - \$15.00	\$13.50

Almost all employers provided paid vacation and many provide medical insurance. Few employers provide dental and vision insurance.

Hours

Full time employees work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced			X

Most of the job vacancies occurred due to employees leaving. Eleven Heating, Air Conditioning, and Refrigeration Mechanics and Installers were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Walk-In Applicants—100%
- * Employee Referrals—91%
- * School, Program Referrals—45%

Size of Occupation

No Information Available

Gender



Male
100%

Projections.

All employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: No Information Available

Annual Job Growth: No Information Available

WHERE THE JOBS ARE

Refrigeration and Air Conditioning Service and Repair Shops
Plumbing, Heating and Air Conditioning Contractors
Government Maintenance Shops

Home Health Aides

6 employers responded, 64 employees represented.

Surveyed 2002

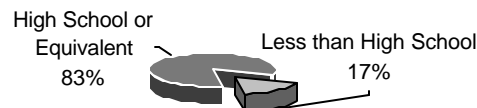
DESCRIPTION (OES 660110)

Home Health Aides care for the elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Please exclude Nursing Aides and Homemakers.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	83%	N/A	17%	10
Other Occupational Experience Accepted	67%	33%	N/A	9
Technical or Vocational Training Required	67%	33%	N/A	6
Training Accepted in Lieu of Experience	50%	50%	N/A	12

Skills

Basic Skills	Must be able to communicate verbally, work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work varying shifts and week-ends; perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours and must be able to pass a medical exam and drug test.
Other Requirements	Candidates must possess a good driving record; possess multi-cultural familiarity; pay attention to detail and be able to solve problems; and be trained in CPR and First Aid as part of Home Health Aide Certification.

WAGES AND BENEFITS

Union wages not reported

	Range	Median
Entry Level/No Experience:	None Reported	None Reported
Experienced/New to Firm:	\$6.75 - \$9.00	\$7.13
3 Years Experience with Firm:	\$6.75 - \$10.00	\$7.85

Many employers provide paid vacation, while some provide paid medical, vision and life insurance. Few employers provide dental, paid sick leave and a retirement plan.

Hours

Full time employees work an average of 40 hours per week. Part-time employees work an average of 27 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Many of the job vacancies occurred due to employees leaving. Fifteen Home Health Aides were hired in the last 12 months.

Employer Recruitment Methods

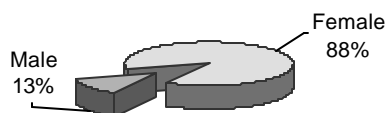
Most successful methods of recruitment:

- * Walk-In Applicants, Newspaper Ads —83%
- * Employee Referrals—50%
- * School, Program Referrals 33%

Size of Occupation

Medium

Gender



Projections.

Many employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 28.6%

Annual Job Growth: Faster than Average.

WHERE THE JOBS ARE

Residential Care Facilities

Nursing Homes

General Medical and Surgery Hospital

Human Service Workers

4 employers responded, 37 employees represented.

Surveyed 2001

DESCRIPTION (OES 273080)

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Residential Counselors and Psychiatric Technicians are not included.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires

High School or
Equivalent
75%



Associate Degree
25%

Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	25%	N/A	75%
Other Occupational Experience Accepted	75%	25%	N/A
Technical or Vocational Training Required	25%	75%	N/A
Training Accepted in Lieu of Experience	75%	25%	N/A

Skills

Basic Skills	Must be able communicate verbally and in writing and possess good English, grammar and spelling skills; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to take a medical exam and submit to a drug test; be able to lift a minimum of 10 lbs. Candidates must possess a good driving record.
Other Requirements	Candidates must possess multi-cultural familiarity; manage their time and be able to keep detailed records; be able to solve problems and handle crisis situations. Most employers expected candidates to possess word processing skills.

WAGES AND BENEFITS

Union wages were not reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	Insufficient Data	Insufficient Data
Experienced/New to Firm:	\$6.56 - \$19.66	\$8.03
3 Years Experience with Firm:	\$6.89 - \$23.27	\$8.53

Most employers provide paid vacation and sick leave. Some employers provide a retirement plan. Some employers provide employer paid medical, dental, vision and life insurance.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified	X		
Inexperienced			X

Almost all of the job vacancies occurred due to employees leaving. Five Human Service Workers were hired in the last 12 months.

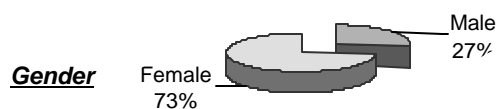
Employer Recruitment Methods

Most successful methods of recruitment:

- * Newspaper Ads —100%
- * In-House Promotion or Transfer—80%
- * Employee Referrals—80%

Size of Occupation

Small



Projections.

Almost all employers expect employment to grow over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 33.3%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Family Service Agencies
Residential Care Facilities

Vocational Training Agencies

Industrial Machinery Mechanics

15 employers responded, 130 employees represented.

Surveyed 2003

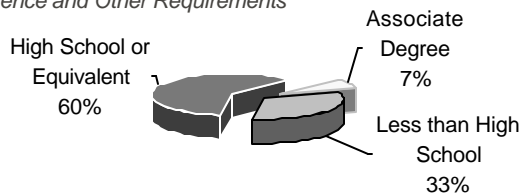
DESCRIPTION (SOC 499041)

Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	87%	N/A	13%	22
Other Occupational Experience Accepted	40%	60%	N/A	17
Technical or Vocational Training Required	27%	67%	7%	12
Training Accepted in Lieu of Experience	67%	33%	N/A	12

Skills

Basic Skills	Must be able communicate verbally; possess good math skills; be able to work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates may be required to take a medical exam and submit to a drug test; be able to lift 50 lbs; possess the stamina to stand for two or more hours; and, be able to work nights, weekends and over-time hours.
Other Requirements	Candidates must be able to manage their time; handle crisis situations; and, possess a good driving record.

WAGES AND BENEFITS

Union Wages Represented

	Range	Median
Entry Level/No Experience:	Insufficient Data	Insufficient Data
Experienced/New to Firm:	\$7.25 - \$16.64	\$12.00
3 Years Experience with Firm:	\$11.00 - \$21.00	\$15.00

Almost all employers provide paid vacation, while many provide a retirement plan. Many provide paid sick leave and some employers provide life insurance. Few employers provide medical, dental and vision insurance.

Hours

Full time employees work an average of 44 hours per week, while seasonal employees work 60 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Most all of the job vacancies occurred due to employees leaving. Thirty-one Industrial Machinery Mechanics were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Employee Referrals—80%
- * Newspaper Ads —67%
- * Walk-In Applicants—53%

Size of Occupation

Large



Projections.

Almost all employers expect employment to remain stable over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: 8.3%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

Food Processing Plants
Container Manufacturers

Agricultural Processing Plants

Industrial Truck and Tractor Operators

16 employers responded, 131 employees represented.

Surveyed 2003

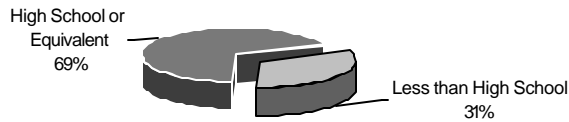
DESCRIPTION (SOC 537051)

Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site or similar location.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	69%	13%	19%	13
Other Occupational Experience Accepted	31%	56%	N/A	13
Technical or Vocational Training Required	13%	88%	N/A	5
Training Accepted in Lieu of Experience	31%	56%	N/A	7

Skills

Basic Skills	Must be able to communicate verbally; and, work independently and as a team.
Physical Abilities	Candidates may be required to take a medical exam and pass a drug test; be able to lift a minimum of 10 lbs.; be able to work weekends, overtime hours, and seasonally; and, possess a good driving record.
Other Requirements	Candidates must be able to manage their time; be able to solve problems; and, pay attention to detail. A Class A driver's license may be required.

WAGES AND BENEFITS

Union wages represented

	Range	Median
Entry Level/No Experience:	\$7.35—\$13.64	\$7.88
Experienced/New to Firm:	\$7.00—\$13.64	\$8.72
3 Years Experience with Firm:	\$7.50—\$16.00	\$10.43

Almost all employers provide paid vacation, and most provide paid sick leave. Many employers provide a retirement plan, while some employers provide life insurance. Few employers provide medical, dental and vision insurance.

Hours

Full time employees work an average of 44 hours per week, while part-time employees work 16 hours per week. Seasonal employees work an average of 56 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Some job vacancies occurred due to seasonal employment, employees leaving and promotions. Thirty-three Industrial Truck and Tractor Operators were hired in the last 12 months.

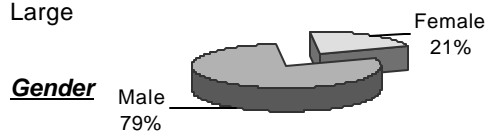
Employer Recruitment Methods

Most successful methods of recruitment:

- * Newspaper Ads—75%
- * Employee Referrals—63%
- * Walk-In Applicants—56%

Size of Occupation

Large



Projections.

Most employers expect employment to remain stable over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: -20%

Annual Job Growth: Slow Decline

WHERE THE JOBS ARE

Food Processors

Waste Management Systems

Wholesale Agricultural Producers

Instructional Aides

13 employers responded, 365 employees represented.

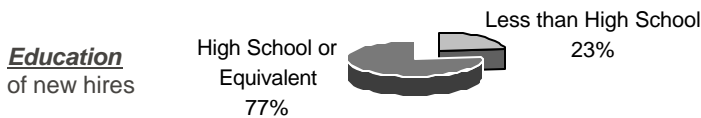
Surveyed 2001

DESCRIPTION (OES 315211)

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	23%	46%	31%
Other Occupational Experience Accepted	15%	31%	N/A
Technical or Vocational Training Required	23%	77%	N/A
Training Accepted in Lieu of Experience	31%	23%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess English, grammar and spelling skills; work independently and as a team.
Physical Abilities	Candidates must be able to lift at least 10 lbs.; sit or stand for two or more hours and may be required to pass a medical exam and drug test.
Other Requirements	Candidates must have multi-cultural familiarity; be able to organize their time; handle crisis; work under pressure; be trained in CPR and First Aid and possess a good driving record. Depending on the recruitment, those candidates who are bilingual in Spanish may be preferred. Software skills were required by a few employ-

WAGES AND BENEFITS

Non-Union	Range	Median
Entry Level/No Experience:	\$6.25 - \$7.38	\$6.48
Experienced/New to Firm:	\$6.50 - \$11.82	\$7.84
3 Years Experience with Firm:	\$7.70 - \$16.80	\$8.90

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.11 - \$11.48	\$9.53
Experienced/New to Firm:	\$8.26 - \$12.06	\$9.92
3 Years Experience with Firm:	\$9.13 - \$13.95	\$11.48

Most employers provided paid vacation, while many provide paid sick leave. Some employers provide medical, dental vision and life insurance and a retirement plan. Few employers provide paid child care.

Hours

Full time employees work an average of 39 hours per week, while part-time employees work 23 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Many of the job vacancies occurred due to employees leaving. Eighty-six Instructional Aides were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Unsolicited Applications—71%
- * Newspaper Ads—57%
- * Employment development Department—41%

Size of Occupation

Very Large

Gender



Projections.

Most employers expect employment to remain the same over the next two years.

Kings County's average 1995-2000 projected occupational growth rate: 10.1%

Projected Job Growth: 25%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Garages

Farming Operations

Government Offices

Janitors and Cleaners, except Maids and Housekeeping Cleaners

17 employers responded, 83 employees represented.

Surveyed 2003

DESCRIPTION (SOC 372011)

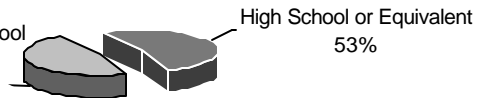
Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires

Less than High School
47%



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	41%	29%	29%	10
Other Occupational Experience Accepted	N/A	65%	N/A	N/A
Technical or Vocational Training Required	N/A	100%	N/A	N/A
Training Accepted in Lieu of Experience	35%	35%	N/A	9

Skills

Basic Skills	Must be able to communicate verbally; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates may be required to submit to a drug test; be able to lift a minimum of 50 lbs.; perform strenuous work; and, work nights and weekends.
Other Requirements	Candidates must be able to organize their time and pay attention to detail.

WAGES AND BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.75—\$8.79	\$6.75
Experienced/New to Firm:	\$6.75 - \$10.10	\$7.25
3 Years Experience with Firm:	\$6.75 - \$11.35	\$8.50

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$10.54 - \$10.54	\$10.54
Experienced/New to Firm:	\$9.63 - \$12.33	\$11.43
3 Years Experience with Firm:	\$9.63 - \$14.30	\$13.41

Most employers provided paid vacation and sick leave, while some employers provide medical and life insurance, and a retirement plan. Few employers provide dental and vision insurance.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified	X		
Inexperienced		X	

Most of the job vacancies occurred due to employees leaving. Seventeen Janitors and Cleaners were hired in the last 12 months.

Employer Recruitment Methods

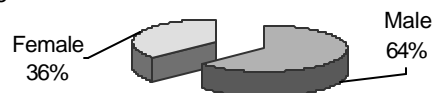
Most successful methods of recruitment:

- * Newspaper Ads—82%
- * Employee Referrals—76%
- * Walk-In Applicants—65%

Size of Occupation

Very Large

Gender



Projections.

Almost all employers expect employment to remain stable over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: 19%

Annual Job Growth: Faster than Average

WHERE THE JOBS ARE

Government Offices Janitorial Services
Hospitals

Legal Secretaries

9 employers responded, 28 employees represented.

Surveyed 2002

DESCRIPTION (OES 551020)

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

EMPLOYER REQUIREMENTS

*Training, Experience and
Other Requirements*

Education



High School or
Equivalent
100%

Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	100%	N/A	N/A	19
Other Occupational Experience Accepted	33%	67%	N/A	16
Technical or Vocational Training Required	N/A	78%	22%	11
Training Accepted in Lieu of Experience	56%	44%	N/A	14

Skills

Basic Skills	Must be able communicate verbally and in writing and possess good English, grammar and spelling skills; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates may be required to take a medical exam and submit to a drug test; and be able to lift a minimum of 10 lbs. Candidates must possess a good driving record.
Other Requirements	Candidates must possess multi-cultural familiarity; manage their time and be able to keep detailed records; and, be able to solve problems and handle crisis situations. Most employers expected candidates to possess word processing and other software skills.

WAGES AND BENEFITS

Union wages not reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	None Reported	None Reported
Experienced/New to Firm:	\$9.35 - \$17.05	\$12.00
3 Years Experience with Firm:	\$10.07 - \$22.00	\$14.00

*Other compensation reported at \$1.70 an hour.

Most employers provide paid medical insurance, and paid sick and vacation leave. Many employers provide a retirement plan, and some employers provide employer paid dental insurance. Few employers provide a vision plan.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 30 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced	N/A	N/A	N/A

Many of the job vacancies occurred due to promotions and hiring new positions. Two Legal Secretaries were hired in the last 12 months.

Employer Recruitment Methods

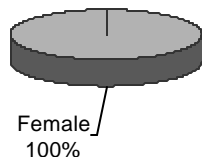
Most successful methods of recruitment:

- * Walk-In Applicants - 78%
- * Newspaper Ads - 67%
- * Employee Referrals - 44%

Size of Occupation

Small

Gender



Projections.

Almost all employers expect employment to grow over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 33.3%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Law Offices

Government Agencies

Licensed Practical Nurses

7 employers responded, 73 employees represented.

Surveyed 2001

DESCRIPTION (OES 325050)

Licensed Practical Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	57%	14%	29%
Other Occupational Experience Accepted	43%	43%	N/A
Technical or Vocational Training Required	86%	14%	10%
Training Accepted in Lieu of Experience	29%	57%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar, spelling and math skills; work independently and as a team; and, do repetitive work
Physical Abilities	Candidates may be required to work shifts, weekends and overtime hours; pay attention to detail; be organized; perform strenuous work lifting up to 50 lbs.; possess the stamina to sit or stand for two or more hours; must be able to pass a medical exam and drug test.
Other Requirements	Candidates must possess multi-cultural familiarity; possess record keeping skills; be able to organize their time; pay attention to detail; be organized; be able to handle crisis and work under pressure. All candidates must possess a LVN certificate.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	\$8.00 - \$14.88	\$12.21
Experienced/New to Firm:	\$9.50 - \$16.00	\$12.66
3 Years Experience with Firm:	\$13.75 - \$14.80	\$14.00

All employers provide paid vacation and sick leave. Most employers provide medical and life insurance, while many employers provide dental and vision insurance, and a retirement plan.

Hours

Full time employees work an average of 39 hours per week, while part-time employees work 17 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced		X	

Most of the job vacancies occurred due to employees leaving. Ten Licensed Vocational Nurses were hired in the last 12 months

Employer Recruitment Methods

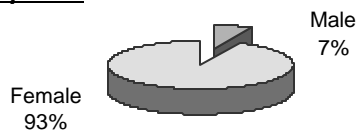
Most successful methods of recruitment:

- * Walk-In Applicants—100%
- * Newspaper Ads —90%
- * Internet—60%

Size of Occupation

Large

Gender



Projections.

All employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 8.3%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

General Medical and Surgical Hospitals Physicians Offices
Skilled Nursing Facilities

Lodging Managers

4 employers responded, 6 employees represented.

Surveyed 2002

DESCRIPTION (OES 150262)

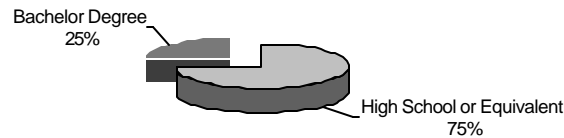
Lodging Managers plan, organize, direct, control, or coordinate activities of an organization of department that provides lodging such as hotels, motels, or tourist courts.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	50%	50%	N/A	33
Other Occupational Experience Accepted	N/A	50%	N/A	N/A
Technical or Vocational Training Required	N/A	100%	N/A	N/A
Training Accepted in Lieu of Experience	N/A	50%	N/A	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar, spelling and math skills; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates may be required to work shifts, weekends and overtime hours; pay attention to detail; be organized; be able to lift up to 10 lbs.; possess the stamina to sit or stand for two or more hours; possess a good DMV record; and, be trained in CPR and First Aid.
Other Requirements	Candidates must possess multi-cultural familiarity; possess record keeping skills; be able to organize their time; pay attention to detail; be organized; be able to handle crisis and work under pressure; organize and plan the work of others.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	Insufficient Data	\$10.09
Experienced/New to Firm:	\$7.25 - \$13.42	\$10.55
3 Years Experience with Firm:	\$8.00 - \$15.34	\$13.43

* Other compensation averaged \$2.88 per hour.

Some employers provide paid vacation leave. No other benefits were reported.

Hours

Full time employees work an average of 43 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified	X		
Inexperienced			X

Information on the source of job vacancies was not reported, and no Lodging Managers were hired in the last 12 months

Employer Recruitment Methods

Most successful methods of recruitment:

- * Walk-In Applicants—75%
- * Employment Development Department, In-House Promotions, Employee Referral - 50%
- * Newspaper Ads, Private Employment Agencies, Internet—25%

Size of Occupation

Medium

Gender



Projections.

All employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 33%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Hotels Motels
Lodges

Maintenance Repairers—General Utility

9 employers responded, 130 employees represented.

Surveyed 2001

DESCRIPTION (OES 851320)

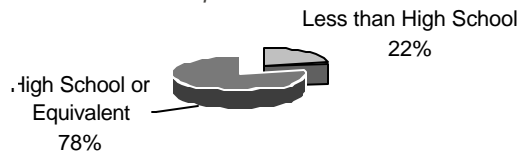
General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and /or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; aligning and balancing new equipment; and repairing buildings, floors, or stairs.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	78%	22%	N/A
Other Occupational Experience Accepted	11%	67%	N/A
Technical or Vocational Training Required	11%	89%	N/A
Training Accepted in Lieu of Experience	33%	44%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work weekends and over-time hours; possess a good driving record; perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours and must be able to pass a medical exam and drug test.
Other Requirements	Candidates must be able to pay attention to detail; be organized.

WAGES AND BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	Insufficient Data	Insufficient Data
Experienced/New to Firm:	\$7.00 - \$23.00	\$10.15
3 Years Experience with Firm:	\$8.50 - \$23.00	\$12.36

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$11.85—\$11.85	\$11.85
Experienced/New to Firm:	\$11.81 - \$14.92	\$13.51
3 Years Experience with Firm:	\$12.88 - \$18.71	\$14.20

Almost all employers provide paid vacation. Most employers provide medical, dental, vision and life insurance, and paid sick leave. Many employers provide a retirement plan. A few employers report providing paid child care.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced	X		

Most of the job vacancies occurred due to employees leaving. Twenty Maintenance Repairers were hired in the last 12 months.

Employer Recruitment Methods

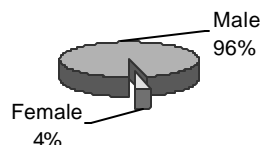
Most successful methods of recruitment:

- * Newspaper Ads —100%
- * Employee Referrals—90%
- * Employment Development Department—65%

Size of Occupation

Very Large

Gender



Projections.

Most employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 17.9%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

Manufacturing Firms
Government Offices

Schools

Medical Assistants

15 employers responded, 40 employees represented.

Surveyed 2002

DESCRIPTION (OES 660050)

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires

Bachelor Degree
13%



High School or
Equivalent
87%

Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	13%	13%	73%	10
Other Occupational Experience Accepted	40%	47%	N/A	12
Technical or Vocational Training Required	73%	13%	13%	11
Training Accepted in Lieu of Experience	33%	53%	N/A	11

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar, spelling and math skills; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates may work over-time hours; be able to lift up to 10 lbs.; possess the stamina to sit or stand for two or more hours; possess a good DMV record; and be trained in CPR and First Aid.
Other Requirements	Candidates must possess multi-cultural familiarity; possess record keeping skills; be able to organize their time; pay attention to detail; be organized; be able to handle crisis and work under pressure. Medical Assistant Certification is required by employers.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	\$6.75 - \$8.00	\$7.50
Experienced/New to Firm:	\$7.00 - \$10.00	\$8.50
3 Years Experience with Firm:	\$9.00 - \$12.50	\$10.00

Almost all employers provide paid vacation leave, while most provide paid medical insurance and paid sick leave. Some employers provide a retirement plan, and a few provide dental, and vision insurance.

Hours

Full time employees work an average of 39 hours per week, and part-time employees work an average of 18 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced		X	

Many employers report job vacancies are due to employees leaving. Twelve Medical Assistants were hired in the last twelve months.

Employer Recruitment Methods

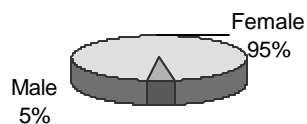
Most successful methods of recruitment:

- * Employee Referrals—80%
- * Newspaper Ads —73%
- * Walk-In Applicants—60%

Size of Occupation

Medium

Gender



Projections.

All employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 20%

Annual Job Growth: Average

WHERE THE JOBS ARE

Doctor's Offices Medical Clinics
General Medical and Surgical Hospitals

Medical Secretaries

16 employers responded, 49 employees represented.

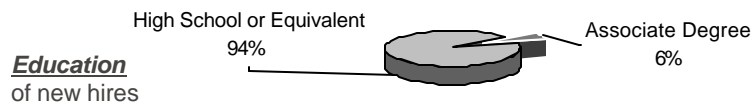
Surveyed 2003

DESCRIPTION (SOC 436013)

Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	25%	50%	25%	10
Other Occupational Experience Accepted	38%	13%	N/A	10
Technical or Vocational Training Required	13%	81%	6%	8
Training Accepted in Lieu of Experience	31%	19%	N/A	7

Skills

Basic Skills	Must possess good English, grammar, spelling, writing and math skills, and be able to communicate verbally and in writing; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates must possess the stamina to sit for two or more hours; and, be able to lift 10 lbs.
Other Requirements	Candidates must be able pay attention to detail; be organized and manage their time; and, possess computer software skills.

WAGES AND BENEFITS

Union wages not reported

	Range	Median
Entry Level/No Experience:	\$7.00 - \$8.50	\$8.00
Experienced/New to Firm:	\$6.75 - \$11.84	\$9.00
3 Years Experience with Firm:	\$8.00 - \$11.84	\$10.50
*Other compensation was reported averaging \$.48 to \$1.92 per hour.		

Almost all employers provide paid vacation and sick leave, while most employers provide medical insurance. Many employers provide dental insurance and a retirement plan, while some employers provide vision and life insurance.

Hours

Full time employees work an average of 40 hours per week, and part-time employees work an average of 27 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified	X		
Inexperienced		X	

Many employers report job vacancies are due to employees leaving. Sixteen Medical Secretaries were hired in the last 12 months.

Employer Recruitment Methods

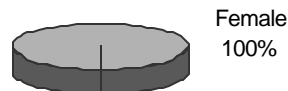
Most successful methods of recruitment:

- * Walk-In Applicants—88%
- * Newspaper Ads —81%
- * Employee Referrals—69%

Size of Occupation

Small

Gender



Projections.

Most employers expect employment to remain stable over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: 0%

Annual Job Growth: Remain Stable

WHERE THE JOBS ARE

Doctor's Offices Medical Clinics
General Medical and Surgical Hospitals

Nursing Aides, Orderlies and Attendants

7 employers responded, 77 employees represented.

Surveyed 2001

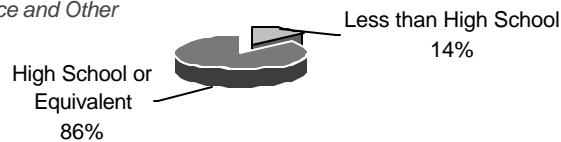
DESCRIPTION (OES 660080)

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	57%	29%	14%
Other Occupational Experience Accepted	29%	43%	N/A
Technical or Vocational Training Required	43%	57%	N/A
Training Accepted in Lieu of Experience	29%	43%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar and spelling skills; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates may be required to work weekends, nights and over-time hours; possess a good driving record; perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours; and, must be able to pass a medical exam and drug test.
Other Requirements	Candidates must be able pay attention to detail; work under pressure and handle a crisis; be trained in CPR and First Aid. Nurse Aides must be licensed by the State of California.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	\$7.50 - \$9.00	\$7.50
Experienced/New to Firm:	\$6.69 - \$9.00	\$8.00
3 Years Experience with Firm:	\$6.93 - \$12.00	\$9.50

Almost all employers provide paid sick and vacation leave. Most employers provide medical insurance, while many employers provide dental and life insurance and a retirement plan. Some employers provide vision insurance.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 24 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Many of the job vacancies occurred due to newly created positions. Twenty Nurses Aides were hired in the last 12 months.

Employer Recruitment Methods

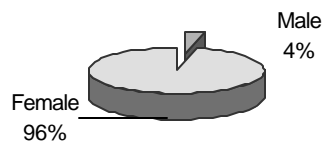
Most successful methods of recruitment:

- * Walk-In Applicants—100%
- * Employment Development Department—85%
- * Newspaper Ads —70%

Size of Occupation

Very Large

Gender



Projections.

Almost all employers expect employment to grow over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 12%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

Physician Offices
Outpatient Care Facilities

Skilled Nursing Facilities

Paralegal Personnel

7 employers responded, 11 employees represented.

Surveyed 2001

DESCRIPTION (OES 283050)

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or the initiate legal action.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	86%	N/A	14%
Other Occupational Experience Accepted	43%	57%	N/A
Technical or Vocational Training Required	71%	29%	10%
Training Accepted in Lieu of Experience	57%	43%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar, spelling and math skills; work independently and as a team.
Physical Abilities	Candidates may be required to work weekends and over-time hours; be able to lift at least 10 lb.; possess a good driving record.
Other Requirements	Candidates must be able to work under pressure; handle crisis; be able to organize their time; pay attention to detail and be able to solve problems. All candidates must be familiar with word processing and many will need to know spreadsheets.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	None Reported	None Reported
Experienced/New to Firm:	\$9.78 - \$16.00	\$11.05
3 Years Experience with Firm:	\$11.05 - \$18.22	\$14.50

Most employers provide medical insurance, and paid sick and vacation leave. Many employers provide dental insurance and a retirement plan. Some employers provide life insurance while few employers provide vision insurance.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced			X

Most of the job vacancies occurred due to newly created positions. Four Paralegals were hired in the last 12 months.

Employer Recruitment Methods

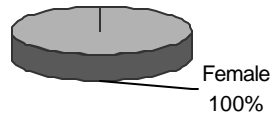
Most successful methods of recruitment:

- * Newspaper Ads —100%
- * Employee Referrals—75%
- * Private Employment Agencies —50%

Size of Occupation

Information Not Available

Gender



Projections.

Many employers expect employment to remain stable and many employers stated they expect employment to grow over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: Information Not Available

Annual Job Growth: Information Not Available

WHERE THE JOBS ARE

Law Offices

Government Offices

Legal Aid Offices

Payroll and Timekeeping Clerks

15 employers responded, 18 employees represented.

Surveyed 2001

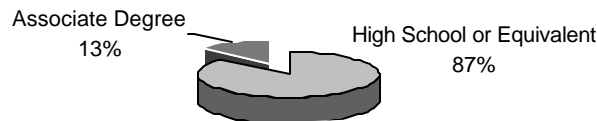
DESCRIPTION (OES 553410)

Payroll and Timekeeping Clerks compute wages and post wage data to payroll records and/or keep a daily record showing time of arrival and departure from work of employees. They compute earnings from timesheets and work tickets using a calculator. They operate posting machines to computer and subtract deductions. They enter net wages on earnings record cards, check stubs, and payroll sheets.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	80%	13%	7%
Other Occupational Experience Accepted	33%	53%	N/A
Technical or Vocational Training Required	7%	87%	7%
Training Accepted in Lieu of Experience	20%	67%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar, spelling and math skills; work independently and as a team.
Physical Abilities	Candidates may be required to work over-time hours; be able to lift at least 10 lbs. and sit for two hr. or more; possess a good driving record, and, pass a drug test.
Other Requirements	Candidates must be able to work under pressure; be able to organize their time; pay attention to detail and be able to solve problems. Almost all employers expect candidates to be familiar with word processing, spreadsheet and database software.

WAGES AND BENEFITS

*Union wages represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.50 - \$8.79	\$8.50
Experienced/New to Firm:	\$7.00 - \$11.00	\$8.50
3 Years Experience with Firm:	\$8.00 - \$15.50	\$10.00

Almost all employers provided paid vacation. Many employers provide medical, dental, vision and life insurance, paid sick leave and a retirement plan.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 19 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced	X		

All of the job vacancies occurred due to promotions. One Payroll and Timekeeping Clerk was hired in the last 12 months.

Employer Recruitment Methods

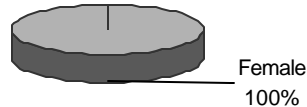
Most successful methods of recruitment:

- * In-House Promotion or Transfer—100%
- * Employee Referrals—100%
- * Walk-In Applicants—100%

Size of Occupation

Small

Gender



Projections.

Most employers expect employment to remain the same over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 50%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

School Offices

Manufacturing Firms

Government Offices

Pesticide Handlers, Sprayers, and Applicators, Vegetation

7 employers responded, 84 employees represented.

Surveyed 2003

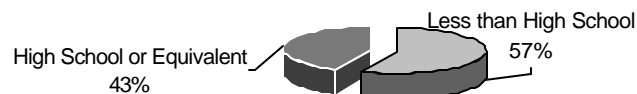
DESCRIPTION (SOC 373012)

Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation or chemical application on trees, shrubs, lawns, or botanical crops. Usually requires specific training and State or Federal certification.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	29%	71%	N/A	9
Other Occupational Experience Accepted	14%	14%	N/A	6
Technical or Vocational Training Required	14%	86%	N/A	6
Training Accepted in Lieu of Experience	28%	N/A	N/A	6

Skills

Basic Skills	Must be able to communicate verbally; possess good math skills; work independently and as a team; and, do repetitive
Physical Abilities	Candidates may be required to work over-time, seasonal and temporary hours; be able to lift at least 50 lbs.; stand or sit for two hours or more; possess a good driving record; and, pass a drug test.
Other Requirements	Candidates must be able to organize their time; pay attention to detail and be able to solve problems. Some employers require candidates to possess a Qualified Applicators Certificate earned through a California County Agriculture Department.

WAGES AND BENEFITS

Union Wages not Reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.75 - \$7.50	\$7.00
Experienced/New to Firm:	\$6.75 - \$7.50	\$7.25
3 Years Experience with Firm:	\$7.00 - \$9.00	\$8.00

Some employers provide paid vacation, while few employers provide medical and life insurance, sick leave, and a retirement plan.

Hours

Full time employees work an average of 43 hours per week, while part-time employees work 33 hours per week, and seasonal employees work 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified	X		
Inexperienced	X		

Almost all of job vacancies occurred due to creation of new positions. Twenty Pesticide Handlers, Sprayers and Applicators were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Newspaper Ads—86%
- * Walk-In Applicants—86%
- * Employee Referrals—71%

Size of Occupation

Very Large

Gender



Projections.

Many employers expect employment to remain stable over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: 26.3%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Crop Spraying Services
Agricultural Farms

Aerial Dusting and Spraying Services

Pharmacy Technicians

9 employers responded, 36 employees represented.

Surveyed 2003

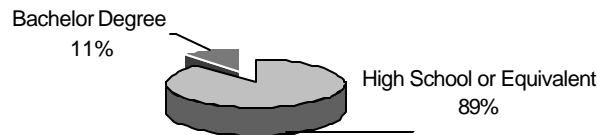
DESCRIPTION (SOC 292052)

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	56%	33%	11%	11
Other Occupational Experience Accepted	22%	44%	N/A	18
Technical or Vocational Training Required	78%	22%	N/A	14
Training Accepted in Lieu of Experience	33%	33%	N/A	14

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar, spelling and math skills; and, work independently and as part of a team.
Physical Abilities	Candidates may be required to work on-call; be able to lift at least 10 lbs.; possess the stamina to stand for two or more hours; and, pass a drug test.
Other Requirements	Candidates must possess multi-cultural familiarity; be able to keep detailed records; work under pressure; be able to organize their time; pay attention to detail; and, be able to solve problems. Employers expect candidates to be familiar with using computer software. Some employers prefer to hire those who are Certified Pharmacy Technicians.

WAGES AND BENEFITS

Union Wages Represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.00 - \$13.76	\$8.00
Experienced/New to Firm:	\$7.50 - \$14.25	\$13.00
3 Years Experience with Firm:	\$12.00 - \$19.00	\$15.00

Most employers provide paid vacation and sick leave as well as medical, dental and vision insurance. Many employers provide life insurance, while some employers provide a retirement plan.

Hours

Full time employees work an average of 39 hours per week, while part-time employees work 21 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced		X	

Most job vacancies occurred due to employees leaving. Five Pharmacy Technicians were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Employee Referrals—89%
- * Walk-In Applicants—78%
- * Newspaper Ads —67%

Size of Occupation

Small

Gender



Projections.

Most employers expect employment to remain stable over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: 50%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Pharmacies

Hospitals

Physical Therapists

5 employers responded, 19 employees represented.

Surveyed 2001

DESCRIPTION (OES 323080)

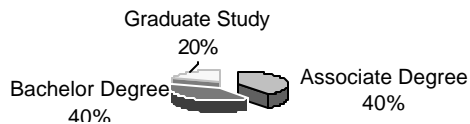
Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	40%	60%	N/A
Other Occupational Experience Accepted	N/A	40%	N/A
Technical or Vocational Training Required	60%	40%	N/A
Training Accepted in Lieu of Experience	N/A	40%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar, spelling and math skills; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work over-time hours and be on call; possess a good driving record. Perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours and must be able to pass a medical exam and drug test.
Other Requirements	Candidates must be able to pay attention to detail; be organized; work under pressure. A license as a Physical Therapist is a requirement.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	\$22.85 - \$30.00	\$26.00
Experienced/New to Firm:	\$26.42 - \$40.00	\$30.00
3 Years Experience with Firm:	\$27.00 - \$50.00	\$35.00

All employers provide medical and life insurance, paid vacation and sick leave. Almost all employers provide dental insurance while some provide vision insurance and a retirement plan.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 22 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Many of the job vacancies occurred due to employees leaving and the creation of new positions. Four Physical Therapists were hired in the last 12 months.

Employer Recruitment Methods

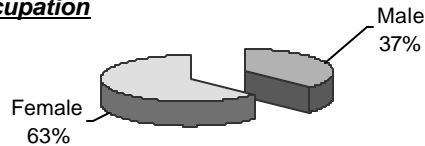
Most successful methods of recruitment:

- * Employee Referrals—75%
- * Newspaper Ads —50%
- * Colleges/Universities—50%

Size of Occupation

Small

Gender



Projections.

Many employers expect employment to remain stable and many employers stated they expect employment to grow over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 50%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

General Medical and Surgical Hospitals
Occupational Therapists Offices

Nursing Homes, skilled

Plumbers, Pipefitters, and Steamfitters

4 employers responded, 9 employees represented.

Surveyed 2001

DESCRIPTION (OES 875020)

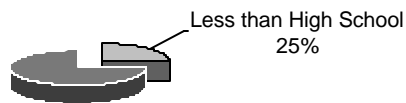
Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Plumbers and Pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems are not included.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires

High School or
Equivalent
75%



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	50%	25%	15%
Other Occupational Experience Accepted	25%	50%	N/A
Technical or Vocational Training Required	N/A	75%	25%
Training Accepted in Lieu of Experience	50%	25%	N/A

Skills

Basic Skills	Must be able to communicate verbally and have good math skills; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work weekends, nights and over-time hours; possess a good driving record; perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours.
Other Requirements	Candidates must be able to pay attention to detail; be organized; pay attention to detail; solve problems and work under pressure.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	Insufficient Data	Insufficient Data
Experienced/New to Firm:	\$6.56 - \$14.00	\$7.63
3 Years Experience with Firm:	\$6.89 - \$19.00	\$12.25

Most employers provide paid vacation and some employers provide medical insurance.

Hours

Full time employees work an average of 39 hours per week, while part-time employees work 23 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

All of the job vacancies occurred due to employees leaving. One Plumber, Pipefitter, and Steamfitter was hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * In-House Promotion or Transfers—100%
- * Newspaper Ads —100%
- * Walk-In Applicants—100%

Size of Occupation

Medium

Gender



Male
100%

Projections.

All employers expect employment to grow over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 25%

Annual Job Growth: Faster than Average

WHERE THE JOBS ARE

Plumbing Contractors Dry Well Construction Contractors
Water Pump Installation and Service

Police Patrol Officers

3 employers responded, 63 employees represented.

Surveyed 2001

DESCRIPTION (OES 630140)

Police Patrol Officers maintain orders, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents, apprehending, arresting and processing prisoners; and giving evidence in court.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



High School or
Equivalent
100%

Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	N/A	33%	67%
Other Occupational Experience Accepted	N/A	67%	N/A
Technical or Vocational Training Required	100%	N/A	N/A
Training Accepted in Lieu of Experience	33%	33%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar, spelling and math skills; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work weekends, nights and over-time hours; possess a good driving record. Perform strenuous work lifting up to 50 lbs.; possess the stamina to sit or stand for two or more hours and must be able to pass a medical exam and drug test.
Other Requirements	Candidates must be able to pay attention to detail; be organized; solve problems, work under pressure and handle crisis; trained in CPR and First Aid.

WAGES AND BENEFITS

Only Union wages were reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$13.82 - \$16.52	\$14.53
Experienced/New to Firm:	\$13.82 - \$17.35	\$16.08
3 Years Experience with Firm:	\$16.05 - \$18.98	\$18.65

All employers provide paid vacation and sick leave. Some employers provide medical, dental and life insurance, while most provide a retirement plan. Share of Cost medical, dental, vision and life insurance is provided by many employers, while some provide a share of cost retirement plan.

Hours

Full time employees work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified	N/A		
Inexperienced		X	

Many employers reported that job vacancies occurred due to promotions and employees leaving. Seven Police Patrol Officers were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * School, Program Referrals—100%
- * In-House Promotions or Transfers—57%
- * Colleges/Universities—57%

Size of Occupation

Very Large



Projections.

Many employers expect employment to grow over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 31.3%

Annual Job Growth: Faster than Average

WHERE THE JOBS ARE

Police Departments

Preschool Teachers, except Special Education

15 employers responded, 82 employees represented.

Surveyed 2003

DESCRIPTION (SOC 252011)

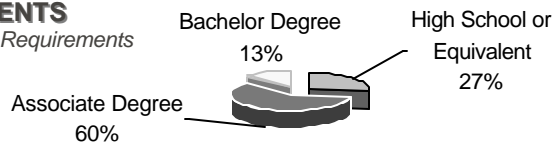
Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	60%	33%	7%	15
Other Occupational Experience Accepted	20%	47%	N/A	12
Technical or Vocational Training Required	60%	40%	N/A	15
Training Accepted in Lieu of Experience	20%	47%	N/A	16

Skills

Basic Skills	Must be able communicate verbally and in writing and possess good English, grammar and spelling skills; work as a team.
Physical Abilities	Candidates must be able to lift 10 lbs.; be able to stand for two or more hours at a time; work part-time hours; be able to pass a medical exam, drug test and background clearance.
Other Requirements	Candidates must possess multi-cultural familiarity; manage their time; pay attention to detail; be able to solve problems; handle a crisis; and, possess computer software skills.

WAGES AND BENEFITS

Union Wages Represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.75—\$14.40	\$7.00
Experienced/New to Firm:	\$6.75 - \$14.98	\$8.00
3 Years Experience with Firm:	\$7.50 - \$15.58	\$9.00

Most employers provide paid sick leave, while many employers provide paid vacation leave. Some employers provide life insurance, and a few employers provide medical, dental and vision insurance.

Hours

Full time employees work an average of 39 hours per week, and part-time employees work an average of 30 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified	X		
Inexperienced		X	

Some employers reported that job vacancies occurred due to employees leaving, promotions and temporary hires. Seven Preschool Teachers were hired in the last 12 months.

Employer Recruitment Methods

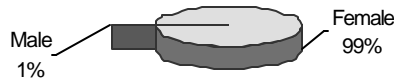
Most successful methods of recruitment:

- * Employee Referrals—80%
- * Newspaper Ads —80%
- * Walk-In Applicants—47%

Size of Occupation

Large

Gender



Projections.

Almost all employers expect employment to remain stable over the next two years.

Kings County's average 1999 - 2006 projected occupational growth rate: 14%

Projected Job Growth: 36.4%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Child Day Care Centers

Community Action Agencies

Receptionists and Information Clerks

15 employers responded, 33 employees represented.

Surveyed 2002

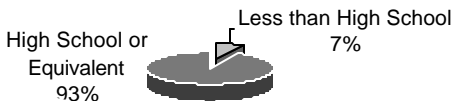
DESCRIPTION (OES 553050)

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please do not include Receptionists who primarily operate switchboards.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	47%	27%	27%	13
Other Occupational Experience Accepted	27%	40%	N/A	8
Technical or Vocational Training Required	7%	87%	7%	12
Training Accepted in Lieu of Experience	40%	33%	N/A	9

Skills

Basic Skills	Must be able communicate verbally and in writing and possess good English, grammar and spelling skills; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates must be able to lift a minimum of 10 lbs., and be able to sit for two or more hours at a time.
Other Requirements	Candidates must possess multi-cultural familiarity; manage their time and be able to keep detailed records; be able to solve problems. Most employers expected candidates to possess word processing and other software skills.

WAGES AND BENEFITS

Union wages are included

	Range	Median
Entry Level/No Experience:	\$6.75—\$9.00	\$7.25
Experienced/New to Firm:	\$6.75 - \$14.00	\$8.50
3 Years Experience with Firm:	\$7.09 - \$19.50	\$10.00

Most employers provide paid vacation and sick leave, while many employers provide paid medical insurance. Some employers provide dental, and vision insurance, and a retirement plan. Few employers provide life insurance.

Hours

Full time employees work an average of 39 hours per week, while part-time employees work 27 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Many of the job vacancies occurred due to employees leaving. Eleven Receptionists and Information Clerks were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Employee Referral—80%
- * Newspaper Ads —73%
- * Walk-In Applicants—53%

Size of Occupation

Very Large

Gender



Projections.

All employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 16.7%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

Law Offices
Medical Offices

Government Agencies

Registered Nurses

5 employers responded, 259 employees represented.

Surveyed 2001

DESCRIPTION (OES 325020)

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Nursing Instructors and Teachers are not included.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires



Associate Degree
100%

Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	60%	N/A	40%
Other Occupational Experience Accepted	60%	40%	N/A
Technical or Vocational Training Required	60%	40%	N/A
Training Accepted in Lieu of Experience	20%	80%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; must possess good English, grammar and spelling skills; work independently and as a team; and do repetitive work
Physical Abilities	Candidates may be required to work weekends, nights and over-time hours; perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours and must be able to pass a medical exam and drug test.
Other Requirements	Candidates must be able to pay attention to detail; be organized; be able to solve problems; work under pressure and handle crisis. Candidates must be State Certified as a Registered Nurse.

WAGES AND BENEFITS

Non-Union	Range	Median
Entry Level/No Experience:	\$None Reported	None Reported
Experienced/New to Firm:	\$12.00 - \$23.00	\$16.50
3 Years Experience with Firm:	\$15.00 - \$26.00	\$19.50

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$18.77— \$18.77	\$18.77
Experienced/New to Firm:	\$21.26 - \$21.26	\$21.26
3 Years Experience with Firm:	\$23.49 - \$23.49	\$23.49

All employers provide paid sick leave and vacation pay. Most employers provide medical, vision and life insurance and a retirement plan. Many employers provide dental insurance.

Hours

Full time employees work an average of 39 hours per week, while part-time employees work 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Most of the job vacancies occurred due to employees leaving. Twenty-two Registered Nurses were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Colleges and Universities—73%
- * School, Program Referrals—68%
- * Trade Journals—55%

Size of Occupation

Very Large



Projections.

Most employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 14.3%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

General Medical and Surgical Hospitals Physicians Offices
Public Health Offices

Salespersons—Retail (except Vehicle Sales)

15 employers responded, 250 employees represented

Surveyed 2002

DESCRIPTION (OES 490112)

Retail Salespersons (except Vehicle Sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires

Less than High School
40%



High School or
Equivalent
60%

Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	33%	53%	13%	10
Other Occupational Experience Accepted	20%	13%	N/A	11
Technical or Vocational Training Required	7%	93%	N/A	6
Training Accepted in Lieu of Experience	33%	13%	N/A	5

Skills

Basic Skills	Must be able to communicate verbally and in writing; must possess good English, grammar and spelling skills; works independently and as a team; and do repetitive work
Physical Abilities	Candidates may be required to work weekends, nights and over-time hours; be able to lift up to 10lbs.; possess the stamina to stand for two or more hours.
Other Requirements	Candidates must be able to pay attention to detail; be organized; be able to solve problems; and, possess multi-cultural familiarity.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	\$6.75—\$7.00	\$6.75
Experienced/New to Firm:	\$6.75—\$7.50	\$6.75
3 Years Experience with Firm:	\$6.75—\$8.75	\$8.00

Some employers provide paid sick and vacation leave and medical insurance. Few employers provide dental, vision and life insurance and a retirement plan.

Hours

Full time employees work an average of 38 hours per week, while part-time employees work 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced		X	

Many of the job vacancies occurred due to employees leaving. Seventy-five Salespersons were hired in the last 12 months.

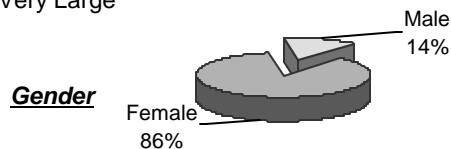
Employer Recruitment Methods

Most successful methods of recruitment:

- * Walk-In Applicants—87%
- * Newspaper Ads—53%
- * In-House Promotions, Employee Referrals—40%

Size of Occupation

Very Large



Projections.

Most employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 21.3%

Annual Job Growth: Average

WHERE THE JOBS ARE

Retail Outlets
Hardware Stores

Auto Parts Stores

Secondary School Teachers, except Special and Vocational

4 employers responded, 336 employees represented.

Surveyed 2003

DESCRIPTION (SOC 252031)

Instruct students in secondary public or private schools in one or more subjects at the secondary level, such as English, mathematics, or social studies. May be designated according to subject matter specialty, such as typing instructors, commercial teachers.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires

Bachelor Degree
100%



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	25%	50%	25%	9
Other Occupational Experience Accepted	N/A	50%	N/A	N/A
Technical or Vocational Training Required	75%	25%	N/A	14
Training Accepted in Lieu of Experience	N/A	50%	N/A	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good grammar, spelling and math skills; and, work as a team.
Physical Abilities	Candidates may be required to take a medical exam, drug test and pass a background clearance; be able to lift 10 lbs.; and, stand for two or more hours.
Other Requirements	Candidates must possess multi-cultural familiarity; pay attention to detail; be able to organize and manage their time; possess good record keeping skills; possess computer software skills; be trained in CPR and first aid; and; possess a California Teaching Credential.

WAGES AND BENEFITS

Non-Union Wages not Reported

	Range	Median
Entry Level/No Experience:	\$17.28 - \$20.64	\$18.03
Experienced/New to Firm:	\$15.72 - \$20.64	\$17.99
3 Years Experience with Firm:	\$18.50 - \$27.40	\$20.62

All employers provide paid sick leave, while most employers provide medical, dental and vision insurance. Many employers provide life insurance, paid vacation, and a retirement plan.

Hours

Full time employees work an average of 39 hours per week, while part-time employees work 26 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Almost all job vacancies occurred due to employees leaving. Thirty-nine Secondary School Teachers were hired in the last 12 months.

Employer Recruitment Methods

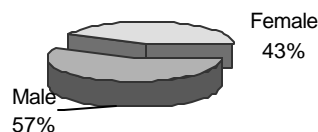
Most successful methods of recruitment:

- * Colleges/Universities—100%
- * Newspaper Ads—100%
- * Internet—75%
- *

Size of Occupation

Very Large

Gender



Projections.

Most employers expect employment to remain stable over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: 27.3%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

School Districts

Secretaries, except Legal and Medical

16 employers responded, 41 employees represented.

Surveyed 2001

DESCRIPTION (OES 551080)

Secretaries (except Legal and Medical) relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. This does not include Medical and Legal Secretaries.

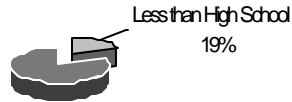
EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new

High School or Equivalent
81%



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	81%	N/A	19%
Other Occupational Experience Accepted	19%	75%	N/A
Technical or Vocational Training Required	6%	88%	6%
Training Accepted in Lieu of Experience	19%	81%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good grammar and spelling skills; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work over-time hours; be able to lift 10 lbs. and sit for two or more hours.
Other Requirements	Candidates must be able to pay attention to detail; be organized and able to manage their time; possess good record keeping skills; work under pressure and handle a crisis. Candidates should be able to use word processing, spreadsheet and database software.

WAGES AND BENEFITS

*Union wages represented

	Range	Median
Entry Level/No Experience:	\$6.25 - \$9.00	\$8.00
Experienced/New to Firm:	\$6.25 - \$11.29	\$9.00
3 Years Experience with Firm:	\$8.00 - \$15.01	\$11.76

Some employers provide paid sick and vacation leave and medical insurance. Few employers provide dental, vision and life insurance and a retirement plan.

Hours

Full time employees work an average of 38 hours per week, while part-time employees work 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced		X	

Many of the job vacancies occurred due to employees leaving. Seventy-five Salespersons were hired in the last 12 months.

Employer Recruitment Methods

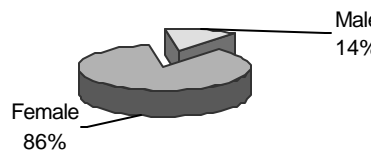
Most successful methods of recruitment:

- * Walk-In Applicants—87%
- * Newspaper Ads—53%
- * In-House Promotions, Employee Referrals—40%

Size of Occupation

Very Large

Gender



Projections.

Most employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 21.3%

Annual Job Growth: Average

WHERE THE JOBS ARE

Retail Outlets
Hardware Stores

Auto Parts Stores

Security Guards

6 employers responded, 24 employees represented.

Surveyed 2003

DESCRIPTION (SOC 339032)

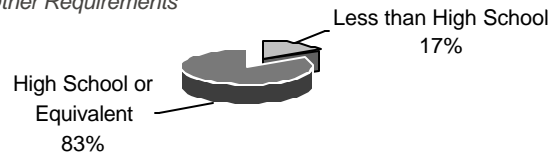
Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	50%	50%	N/A	7
Other Occupational Experience Accepted	N/A	50%	N/A	N/A
Technical or Vocational Training Required	N/A	100%	N/A	N/A
Training Accepted in Lieu of Experience	N/A	50%	N/A	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good grammar and spelling skills; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates may be required to work nights, weekends, part-time, and, on-call. Candidates should be able to lift 10 lbs. and stand for two or more hours.
Other Requirements	Candidates must be able to organize and manage their time; be able to solve problems; be trained in CPR and first aid; possess a clean driving record; be able to pass a background clearance; and, be P.C.832 Certified.

WAGES AND BENEFITS

*Union Wages Included

	Range	Median
Entry Level/No Experience:	\$6.95 - \$7.50	\$7.25
Experienced/New to Firm:	\$8.00 - \$13.00	\$9.25
3 Years Experience with Firm:	\$10.00 - \$14.10	\$11.69

All employers provide paid sick and vacation leave, while most employers provide life insurance. Many employers provide paid medical, dental and vision insurance, and, a retirement plan.

Hours

Full time employees work an average of 38 hours per week, while part-time employees work 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified	X		
Inexperienced	X		

Many job vacancies occur due to the creation of new positions. Seven Security Guards were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Walk-In Applicants—100%
- * Newspaper Ads—83%
- * Employee Referrals—83%
- * In-House Promotions, Internet—17%

Size of Occupation

Medium

Gender



Projections.

Almost all employers expect employment to remain stable over the next two years.

Kings County's average 1999-2006 projected occupational growth rate: 14%

Projected Job Growth: 12.5%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

Hospitals
Government Offices

Security Agencies

Supervisors and Managers—Clerical and Administrative Support Occupations (First Line)

15 employers responded, 59 employees represented.

Surveyed 2002

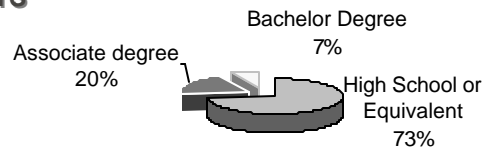
DESCRIPTION (OES 510020)

First Line Supervisors and Managers/Supervisors—Clerical and Administrative Support Occupations directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Managers/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	60%	13%	27%	18
Other Occupational Experience Accepted	40%	47%	N/A	19
Technical or Vocational Training Required	13%	80%	7%	12
Training Accepted in Lieu of Experience	27%	60%	N/A	14

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar and spelling skills; work independently and as a team.
Physical Abilities	Candidates must be able to lift 10 lbs. and possess the stamina to sit for two or more hours.
Other Requirements	Candidates must be organized and able to manage their time; pay attention to detail; work under pressure, handle crisis and be able to solve problems; be able to supervise the work of others. Candidates must be familiar with word processing, spreadsheet and database software.

WAGES

NO UNION WAGES REPORTED

	Range	Median
Entry Level/No Experience:	\$7.00 - \$15.35	\$8.25
Experienced/New to Firm:	\$6.75 - \$17.56	\$10.50
3 Years Experience with Firm:	\$7.50 - \$19.63	\$13.70

*Other compensation reported ranged from \$.19 to \$.51 per hour.

Almost all employers provide paid vacation, while most provide sick leave. Many employers provide medical, dental and life insurance, and a retirement plan. Some employers provide vision insurance.

Hours

Full time employees work an average of 41 hours per week, and part-time employees work an average of 26 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Many of the job vacancies occurred due to promotions within the job site. Ten First Line Supervisors/Managers were hired in the last 12 months.

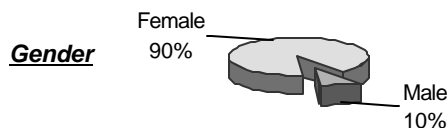
Employer Recruitment Methods

Most successful methods of recruitment:

- * Newspaper Ads —87%
- * Internet —47%
- * Promotions, Employee Referrals, Walk-In Applicants —40%

Size of Occupation

Very Large



Projections.

Most employers expect employment to grow over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 18.5%

Annual Job Growth: Slower than Average.

WHERE THE JOBS ARE

Public and Private Schools
Banking Institutions

Government Offices

Systems Analysts—Electronic Data Processing

8 employers responded, 27 employees represented.

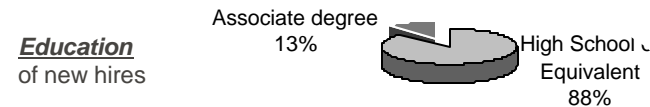
Surveyed 2001

DESCRIPTION (OES 251020)

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Persons working as engineers, mathematicians, programmers or scientists are not included.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	75%	N/A	25%
Other Occupational Experience Accepted	N/A	100%	N/A
Technical or Vocational Training Required	50%	38%	13%
Training Accepted in Lieu of Experience	75%	25%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar and spelling skills; work independently and as a team.
Physical Abilities	Candidates may be required to work weekends and on-call; possess a good driving record; be able to lift 10 lbs.; possess the stamina to sit or stand for two or more hours; and, must be able to pass a drug test.
Other Requirements	Candidates must be organized and able to manage their time; pay attention to detail; work under pressure, handle crisis and be able to solve problems. Candidates must be familiar with word processing, spreadsheet and database software.

WAGES AND BENEFITS

Non-Union	Range	Median
Entry Level/No Experience:	\$12.67 - \$21.29	\$16.98
Experienced/New to Firm:	\$7.50 - \$32.64	\$16.61
3 Years Experience with Firm:	\$8.00 - \$33.30	\$17.98

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	Not Reported	Not Reported
Experienced/New to Firm:	\$18.62 - \$19.56	\$19.09
3 Years Experience with Firm:	\$19.57 - \$21.86	\$20.72

All employers provide paid vacation, while almost all provide sick leave. Many employers provide life insurance. Some employers provide a retirement plan, and dental, medical and vision insurance.

Hours

Full time employees work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Many of the job vacancies occurred due to newly created positions. Four Systems Analysts were hired in the last 12 months

Employer Recruitment Methods

Most successful methods of recruitment:

- * Employee Referrals—100%
- * Newspaper Ads —100%
- * Internet and Walk-Ins—50%

Size of Occupation

Medium



Projections.

Almost all employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 50%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Public and Private Schools
Manufacturing Firms

Government Offices

Traffic, Shipping, and Receiving Clerks

12 employers responded, 44 employees represented.

Surveyed 2002

DESCRIPTION (OES 580280)

Traffic, Shipping and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Please do not include Stock Clerks, and workers whose primary duties involve weighing and checking.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	58%	8%	33%	16
Other Occupational Experience Accepted	33%	58%	N/A	17
Technical or Vocational Training Required	N/A	75%	25%	13
Training Accepted in Lieu of Experience	42%	50%	N/A	11

Skills

Basic Skills	Must be able communicate verbally and in writing and possess good English, grammar and spelling skills; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates may be required to take a medical exam and submit to a drug test; be able to lift a minimum of 10 lbs. Candidates must possess a good driving record.
Other Requirements	Candidates must possess multi-cultural familiarity; manage their time and be able to keep detailed records; be able to solve problems and handle crisis situations. Most employers expected candidates to possess word processing and other software skills.

WAGES AND BENEFITS

Union wages included

	Range	Median
Entry Level/No Experience:	\$6.75— \$10.00	\$8.00
Experienced/New to Firm:	\$6.75 - \$13.50	\$9.80
3 Years Experience with Firm:	\$8.60—\$16.35	\$11.76

Most employers provide paid vacation leave, while many employers provide paid medical insurance and a retirement plan. Some employers provide dental, vision, life insurance and paid sick leave.

Hours

Full time employees work an average of 42 hours per week, while part-time employees work 28 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Almost all of the job vacancies occurred due to employees leaving. Six Traffic, Shipping, and Receiving Clerks were hired in the last 12 months.

Employer Recruitment Methods

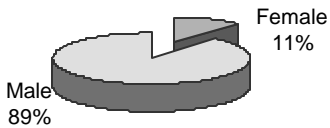
Most successful methods of recruitment:

- * Employee Referrals—67%
- * Newspaper Ads, Walk-In Applicants—58%
- * In-House Promotions—42%

Size of Occupation

Very Large

Gender



Projections.

Almost all employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 15%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

Manufacturing Firms
Grocery Stores

Department Stores

Truck Drivers—Heavy or Tractor Trailer

15 employers responded, 225 employees represented.

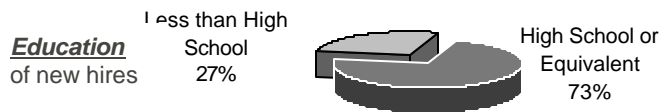
Surveyed 2002

DESCRIPTION (OES 971020)

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	27%	20%	53%	16
Other Occupational Experience Accepted	N/A	80%	N/A	N/A
Technical or Vocational Training Required	80%	20%	N/A	8
Training Accepted in Lieu of Experience	27%	53%	N/A	6

Skills

Basic Skills	Must be able communicate verbally and in writing and possess good English, grammar and spelling skills; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates may be required to take a medical exam and submit to a drug test; be able to lift a minimum of 100 lbs. Candidates must be flexible enough to work various hours, weekends, on-call and seasonally. Candidates must possess a good driving record.
Other Requirements	Candidates must manage their time and be able to keep detailed records; be able to solve problems and handle crisis situations.

WAGES AND BENEFITS

Union wages not reported.

	Range	Median
Entry Level/No Experience:	\$7.75— \$12.50	\$9.97
Experienced/New to Firm:	\$7.75 - \$18.00	\$11.00
3 Years Experience with Firm:	\$9.00—\$22.50	\$13.00
* Other compensation reported ranging from \$1.60 to \$1.80 per hour.		

Many employers provide paid medical insurance and vacation leave, while some employers provide paid dental insurance and a retirement plan. Few employers provide vision and life insurance and paid sick leave.

Hours

Full time employees work an average of 43 hours per week, while part-time employees work 20 hours per week. Seasonal employees work an average of 57 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Many of the job vacancies occurred due to employees leaving. Seventy-eight Truck Drivers were hired in the last 12 months.

Employer Recruitment Methods

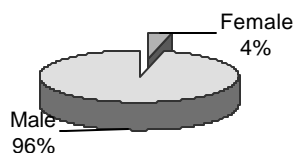
Most successful methods of recruitment:

- * Newspaper Ads —87%
- * Walk-In Applicants—73%
- * Employee Referrals—53%

Size of Occupation

Very Large

Gender



Projections.

Most employers expect employment to grow over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 31.8%

Annual Job Growth: Faster than Average

WHERE THE JOBS ARE

Manufacturing Firms
Moving Companies

Trucking Firms

Truck Drivers, Light— Include Delivery and Route

10 employers responded, 22 employees represented.

Surveyed 2001

DESCRIPTION (OES 971050)

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	30%	60%	10%
Other Occupational Experience Accepted	10%	30%	N/A
Technical or Vocational Training Required	30%	70%	N/A
Training Accepted in Lieu of Experience	10%	30%	N/A

Skills

Basic Skills	Must be able to communicate verbally; work independently and do repetitive work.
Physical Abilities	Candidates may be required to work weekends and over-time hours; possess a good driving record; perform strenuous work lifting up to 50 lbs.; possess the stamina to sit for two or more hours and must be able to pass a medical exam and drug test.
Other Requirements	Candidates must be able to pay attention to detail; keep records.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	\$6.25 - \$8.25	\$6.38
Experienced/New to Firm:	\$6.25 - \$11.51	\$8.12
3 Years Experience with Firm:	\$6.00 - \$12.66	\$9.25

Many employers provide paid vacation, while some provide medical insurance and a few provide paid sick leave.

Hours

Full time employees work an average of 42 hours per week, while part-time employees work 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced	X		

Almost all of the job vacancies occurred due to employees leaving. Five Light Truck Drivers were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Employee Referrals—80%
- * Newspaper Ads —60%
- * Walk-In Applicants—60%

Size of Occupation

Very Large

Gender



Projections.

Almost all employers expect employment to remain stable over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 36%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Farm Supplies
Package Delivery

Florists

Welders and Cutters

11 employers responded, 68 employees represented.

Surveyed 2002

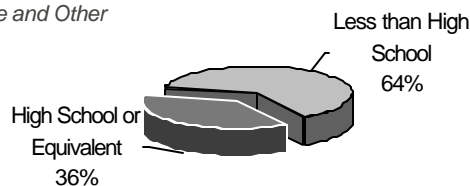
DESCRIPTION (OES 939140)

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education
of new hires



Training/Experience	YES	NO	Not Required but Preferred	Average Months
Work Experience Required	55%	18%	27%	11
Other Occupational Experience Accepted	18%	64%	N/A	18
Technical or Vocational Training Required	18%	82%	N/A	18
Training Accepted in Lieu of Experience	45%	36%	N/A	7

Skills

Basic Skills	Must be able communicate verbally and in writing and possess good English, grammar and spelling skills; work independently and as a team; and, do repetitive work.
Physical Abilities	Candidates must be able to lift a minimum of 100 lbs. Candidates must be flexible enough to work various hours, on call and seasonally. Candidates must possess a good driving record.
Other Requirements	Candidates must be able to pay attention to detail and solve problems. Candidates may be required to have a welding certificate.

WAGES AND BENEFITS

Union wages not reported.

	Range	Median
Entry Level/No Experience:	\$7.50— \$8.50	\$8.00
Experienced/New to Firm:	\$8.00 - \$11.00	\$8.00
3 Years Experience with Firm:	\$9.50—\$16.50	\$15.00

All employers provide paid vacation leave, while most employers provide paid medical insurance. Some employers provide a retirement plan and few provide paid sick leave.

Hours

Full time employees work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced			X

Many of the job vacancies occurred due to creation of new positions. Six Welders and Cutters were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Walk-In Applicants—91%
- * Newspaper Ads, Employee Referrals — 82%
- * Employment Development Department—18%

Size of Occupation

Medium

Gender

Male
100%



Projections.

Almost all employers expect employment to grow over the next two years.

Kings County's average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 25%

Annual Job Growth: Faster than Average

WHERE THE JOBS ARE

Welding Firms

Manufacturing Firms

2003 Training Directory

This training directory contains information on certificate and degree programs offered in Kings, Fresno and Tulare Counties, which prepare students for entry into one or more occupations contained in the Occupational Outlook segment of this publication.. Private schools included in the directory are all approved by the California Bureau for Private Post-Secondary and Vocational Education (BPPVE). Credit or units obtained through a private school may or may not be transferable to a public college or university. Anyone who plans to eventually attend or transfer to a public college or university is urged to contact a transferring school to discuss transferability of courses. It should be noted that listed schools offer courses in addition to those contained in this directory.

The Employment Development Department (EDD) does not endorse the schools or training providers listed in the report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in this directory. Additionally, inclusion or exclusion of a provider is in no form an endorsement or non-endorsement of training providers by the Kings County Job Training Office.

OCCUPATIONAL TRAINING SITES

2003 School (s) and Contact Information

Able Industries

8127 Avenue 304
Visalia, CA 93291

Phone: (559) 651-8150
Fax: (559) 651-0357

Training for:

- * Salespersons, Retail (except Vehicle Sales)

A. D. Banker & Company

324 E. Shaw Ave.
Fresno, CA 93710

Phone: (800) 866-2468
Fax: (913) 451-3766

Training for:

- * Financial Managers

Advanced Truck Driving School

1728 N. Kelsey Street
Visalia, CA 93291

Phone: (800) 600-1978
Fax: (559) 651-8032

Other Locations:

5755 W. Barstow, Suite 103
Fresno CA 93722

Phone: (559) 227-4966
Fax: (559) 277-4968

Training for:

- * Bus Drivers
- * Truck Drivers—Heavy or Tractor Trailer
- * Truck Drivers, Light—Include Delivery and Route Workers

Alliant International University-Fresno

5130 E. Clinton Way
Fresno, CA 93727

Phone: (559) 456-2777
Fax: (559) 253-2267

Training for:

- * Teachers—Secondary School
- * Teachers—Elementary

Auto Service Systems

3430 West Ashlan #106
Fresno, CA 93722

Phone: (559) 227-7403
Fax: (559) 227-7403

Training for:

- Automobile Mechanics Technology

Beverly Training Center

2984 North Maroa
Fresno, CA 93704

Phone: (559) 266-9401
Fax: (559) 226-4239

Training for:

- Nurse Aides

Business Productivity Group

1477 E. Shaw, #140
Fresno, CA 93710

Phone: (559) 244-6300
Fax: (559) 244-6305

Training for:

- * Bookkeeping, Accounting and Auditing Clerks
- * Computer Support Specialist

California School of Technology, Inc.

5465 E. Hedges Ave.
Fresno, CA 93727

Phone: (559) 456-3902
Fax: (559) 456-4291

Training for:

- * Accountants and Auditors
- * Driver/Sales Workers
- * Janitors and Cleaners, Except Maids and Housekeeping Cleaners
- * Legal Secretaries
- * Maintenance Repairers—General Utility
- * Medical Secretaries
- * Secretaries, Except Legal and Medical

California State University, Fresno

5241 North Maple Avenue
Fresno, CA 93740

Phone: (559) 278-4240
Fax: (559) 278-4812

Training for:

- * Accountants and Auditors
- * Educational, Vocational & School Counselors
- * Financial Managers
- * Human Service Workers
- * Licensed Practical Nurses
- * Physical Therapists
- * Registered Nurses
- * Systems Analysts—Electronic Data Processing
- * Teachers—Secondary School
- * Teachers—Elementary School
- * Vocational and Educational Counselors

California State University, Fresno, Division of Extended Education

5005 North Maple Avenue M/S ED
Fresno, CA 93740-8025

Phone: (559) 278-0333
Fax: (559) 278-0395

Training for:

- * Accountants and Auditors
- * Computer Support Specialist
- * Educational, Vocational & School Counselors
- * Human Services Workers
- * Systems Analysts—Electronic Data Processing
- * Teachers—Elementary School
- * Teachers—Secondary School

Central Adult Education

2698 North Brawley
Fresno, CA 93722

Phone: (559) 276-5230
Fax: (559) 276-8204

Training for:

- * Computer Support Specialist
- * General Office Clerks
- * Receptionist and Information Clerk
- * Systems Analysts—Electronic Data Processing

Central California College School of Law

1759 Fulton Street
Fresno, CA 93721

Phone: (559) 233-4074
Fax: (559) 495-1366

Training for:

- * Paralegal Personnel

Central City Vocational Training

3328 W. Sussex Way
Fresno, CA 93722

Phone: (559) 222-1995
Fax: (559) 222—1995

Training for:

- * Cashiers

Central Valley Automotive & Machinist JAC

544 W. Olive Avenue
Fresno, CA 93728

Phone: (559) 264-2815
Fax: (559) 264-3060

Training for:

- * Automotive Mechanics
- * Industrial Machinery Mechanic
- * Maintenance Repairers—General Utility
- * Welders and Cutters

Chapman University

Naval Air Station
P.O. Box 1220
Lemoore, CA 93245

Phone: (559) 998-6891
Fax: (559) 998-6894

Other Locations:

1821 Meadow Lane
Visalia, CA 93277

530 Kings County Road
Hanford, CA 93230

Phone: (559) 625-4436
Fax: (559) 625-4436

Phone: (559) 587—1454
Fax: (559) 587—1604

Training for:

- * Systems Analysts—Electronic Data Processing
- * Teachers—Secondary School

Lemoore Naval Air Station

- * Teachers—Secondary School

Clovis Adult School

1452 David E. Cook Way
Clovis, CA 93611—0575

Phone: (559) 327—2800
Fax: (559) 327—2889

Training for:

- * General Office Clerk
- * Home Health Aide
- * Legal Secretaries
- * Medical Secretary
- * Nursing Assistant

College of the Sequoias

915 S. Mooney Blvd.
Visalia, CA 93277-2234

Phone: (559) 730-3710
Fax: (559) 730-3901

Training for:

- * Automotive Mechanics
- * Bookkeeping, Accounting and Auditing Clerks
- * Child Care Workers
- * Correction Officers and Jailers
- * General Office Clerks
- * Legal Secretaries
- * Licensed Practical Nurses
- * Medical Secretaries
- * Paralegal Personnel
- * Plumbers, Pipe fitters, and Steamfitters
- * Real Estate Clerks
- * Receptionists and Information Clerks
- * Registered Nurses
- * Secretaries, Except Legal and Medical
- * Supervisors and Managers/Supervisors — Sales & Related Occupations (First Line)
- * Systems Analysts —Electronic Data Processing
- * Truck Drivers—Heavy or Tractor Trailer
- * Truck Drivers, Light—Include Delivery and Route Workers
- * Welders and Cutters

Columbia College, Missouri

730 Enterprise Ave.
NAS Lemoore 93246-5009

Phone: (559) 998-8570
Fax: (559) 998-8590

Training for:

- * Accountants & Auditors
- * Human Service Workers
- * Supervisors/ Managers, Clerical & Administrative

Computer Gym™

711 Court St. Suite R.
Visalia, CA 93291

Phone: (559) 733-2706
Fax: (559) 733-2707

Training for:

- * Computer Support Specialist

Computer Training Institute of Central California

567 W. Shaw Ave., Suite A1
Fresno, CA 93704

Phone: (559) 229-2888
Fax: (559) 229-2886

Training for:

- * Legal Secretaries
- * Medical Assistants

Construction Craft Training Center

5654 E. Westover
Fresno, CA 93727

Phone: (510) 785-2282
Fax: (510) 785-9136

Training for:

- * Electricians
- * Plumbers, Pipefitters, and Steamfitters

Custom Training Solutions

6042 N. Fresno St., Ste. 205
Fresno, CA 93710

Phone: (559) 432-4128
Fax: (559) 432-8766

Training for:

- * Accountants and Auditors
- * Computer Support Specialists
- * General Office Clerks
- * Receptionists and Information Clerks

Electrical Joint Apprenticeship & Training Committee JATC

5420 E. Hedges
Fresno, CA 93727

Phone: (559) 251-5174
Fax: (559) 251-8402

Training for:

- * Electricians

Five Rivers Truck School

4619 E. Byrd Ave.
Fresno, CA 93630

Phone: (559) 486-0740
Fax: (559) 486-1982

Training for:

- * Bus Drivers—School
- * Truck Drivers—Heavy or Tractor Trailer
- * Truck Drivers, Light—Include Delivery
and Route Workers

Fresno Adult School

2500 Stanislaus
Fresno, CA 93721

Phone: (559) 457-6000
Fax: (559) 457-6001

Training for:

- * Bookkeeping, Accounting and Auditing
Clerks
- * Bus Drivers, School
- * Computer Support Specialist
- * Emergency Medical Technicians & Para-
medics

(Fresno Adult School continued)

- * Food Service Managers
- * General Office Clerks
- * Home Health Aides
- * Licensed Practical Nurses
- * Medical Secretaries
- * Nurse Aides
- * Payroll and Timekeeping Clerks
- * Receptionists and Information Clerks
- * Supervisors and Managers/Supervisors —
Sales & Related Occupations (First Line)
- * Truck Drivers—Heavy or Tractor Trailer
- * Truck Drivers, Light or Delivery Service

Fresno Area Plumbers, Pipe and Refrigeration Fitters JATC

1303 N. Rabe, Ste. 102
Fresno, CA 93727

Phone: (559) 455-1526
Fax: (559) 455-1874

Training for:

- * Heating, Air Conditioning, and Refrigeration Mechanics and Installers
- * Plumbers, Pipefitters, and Steamfitters

Fresno City College

1101 E. University Ave.
Fresno, CA 93741-0001

Phone: (559) 442-4600
Fax: (559) 237-4232

Training for:

- * Accountants and Auditors
- * Automotive Mechanics
- * Bookkeeping, Accounting and Auditing Clerks
- * Bus and Truck Mechanics and Diesel Engine Specialists
- * Child Care Workers
- * Cooks—Restaurants
- * Dental Hygienists
- * Electricians
- * Emergency Medical Technicians & Paramedics
- * Food Service Managers
- * General Office Clerks

(Fresno City College continued)

- * Heating, Air Conditioning, & Refrigeration
- * Human Service Workers
- * Legal Secretaries
- * Medical Assistants
- * Medical Secretaries
- * Paralegal Personnel
- * Payroll and Timekeeping Clerks
- * Police Patrol Officers
- * Real Estate Clerks
- * Secretaries, Except Legal and Medical
- * Supervisors and Managers/Supervisors — Sales & Related Occupations (First Line)
- * Receptionists and Information Clerks
- * Registered Nurses
- * Welders and Cutters

Fresno City College/Vocational Training Center

2930 E. Annadale Ave.
Fresno, CA 93725

Phone: (559) 486-0173
Fax: (559) 264-1156

Training for:

- * Automotive Mechanics
- * Bookkeeping, Accounting and Auditing Clerks
- * General Office Clerks
- * Medical Secretaries
- * Payroll and Timekeeping Clerks
- * Receptionists and Information Clerks
- * Secretaries, Except Legal and Medical

Fresno Pacific University, College

1717 South Chestnut Avenue
Fresno, CA 93702-4798

Phone: (559) 453-2000
Fax: (559) 453-2001

Training for:

- * Accountants & Auditors
- * Human Service Workers
- * Teachers—Secondary School

**Fresno Pacific University,
Graduate School**

1717 South Chestnut Avenue
Fresno, CA 93702-4798

Phone: (559) 453-2016
Fax: (559) 453-2001

Training for:

- * Teachers—Elementary School
- * Teachers—Secondary School

**Fresno Regional Occupational
Program**

1111 Van Ness Towers, Ste. 5
Fresno, CA 93721

Phone: (559) 497-3860
Fax: (559) 497-3806

Training for:

- * Cashiers
- * Child Care Workers
- * Cooks, Institutional & Cafeteria
- * General Office Clerk
- * Human Service Worker
- * Medical Assistants
- * Nurses Aides
- * Receptionists & Information Clerks
- * Secretaries, Legal
- * Systems Analysts—Electronic Data Processing

**Fresno Vicinity Sheet Metal
Industry Apprenticeship JATC**

4585 E. Floradora, #B
Fresno, CA 93703

Phone: (559) 255-3665
Fax: (559) 255-6450

Training for:

- * Heating, Air Conditioning and Refrigeration Mechanics and Installers

Galen College of Medical and Dental Assistants

3908 W. Caldwell
Visalia, CA 93277

Phone: (559) 732-2217
Fax: (559) 732-3243

Other Locations:

1325 N. Wishon Ave.
Fresno, CA 93277

Phone: (559) 264-9726
Fax: (559) 264-0985

Training for:

- * Dental Assistants
- * Medical Assistants

Golden State Business College

3356 S. Fairway
Visalia, CA 93277

Phone: (559) 733-4040
Fax: (559) 735-3808

Training for:

- * Bookkeeping, Accounting and Auditing Clerks
- * Medical Assistants
- * Medical Secretaries
- * Systems Analysts—Electronic Data Processing

Goodwill Industries of San Joaquin Valley Inc.

1077 E. Shaw Ave., Ste. 101
Fresno, CA 93710

Phone: (559) 224-0162
Fax: (559) 224-0285

Training for:

- * Cashiers
- * General Office Clerks
- * Janitors and Cleaners, Except Maids and Housekeeping Cleaners
- * Medical Secretaries
- * Receptionists and Information Clerks
- * Secretaries, Except Legal and Medical
- * Supervisors and Managers/
Supervisors—Sales & Related Occupations (First Line)

H & R Block Tax Training School

1942 S. Court
Visalia, CA 93277

Phone: (559) 627-2101
Fax: (559) 627-2116

Other Location:

4039 N. Blackstone Ave., Ste. 101
Fresno, CA 93726

Phone: (559) 229-0602
Fax: (559) 228-8293

Training for:

- * Accountants and Auditors

Hanford Adult School

905 North Campus Drive
Hanford, CA 93230

Phone: (559) 583-0856
Fax: (559) 583-1648

Training for:

- * Cashiers
- * General Office Clerks
- * Lodging Managers
- * Receptionists and Information Clerks
- * Salespersons, Retail

Heald College

255 West Bullard
Fresno, CA 93704

Phone: (559) 438-4222
Fax: (559) 438-6368

Training for:

- * Bookkeeping, Accounting and Auditing Clerks
- * Computer Support Specialist
- * Payroll and Timekeeping Clerks
- * Secretaries, Legal
- * Systems Analysts—Electronic Data Processing

Hi Tech Vocational Institute

2422 North Marks, PMB 641
Fresno, CA 93722-5216

Phone: (559) 276-2886
Fax: (559) 276-3201

Training for:

- * Automotive Mechanics
- * General Office Clerks
- * Lodging Managers
- * Maintenance Repairers—General Utility
- * Receptionists and Information Clerks
- * Salespersons, Retail
- * Supervisors and Managers/Supervisors —
Sales & Related Occupations (First Line)

Kings Regional Occupational Program (ROP)

1144 W. Lacey Blvd.
Hanford, CA 93230

Phone: (559) 584-1441
Fax: (559) 589-7007

Training for:

- * Automotive Mechanic
- * Farm Equipment Mechanics
- * Farm Equipment Operators
- * General Office Clerk
- * Receptionists and Information Clerks
- * Salesperson, Retail

Management Training/ Marketing Association (MTMA) Schools, Inc.

1313 P Street, Suite 205
Fresno, CA 93721

Phone: (559) 268-0938
Fax (559) 268-0558

(MTMA continued)

Training for:

- * Computer Support Specialist
- * Electricians
- * Food Service Managers
- * Lodging Managers
- * Medical Assistants
- * Medical Secretaries
- * Secretaries, Except Legal and Medical
- * Systems Analysts—Electronic Data Processing

**Microcomputer
Education Center**

2002 North Gateway Blvd.
Fresno, CA 93727

Phone: (559) 456-0623
Fax: (559) 456-0188

Training for:

- * Bookkeeping, Accounting and Auditing Clerks
- * Computer Support Specialist
- * General Office Clerks
- * Medical Secretaries
- * Payroll and Timekeeping Clerks
- * Receptionists and Information Clerks
- * Secretaries, Except Legal and Medical
- * Systems Analysts—Electronic Data Processing

**National Training
Institute, Inc.**

1755 N. Gateway Blvd.
Fresno, CA 93727-1628

Phone: (559) 456-1522
Fax: (559) 456-4841

Training for:

- * Computer Support Specialist

National University

20 East River Park Place West
Fresno, CA 93720

Phone: (559) 256-4900
Fax: (559) 256-4992

Training for:

- * Bookkeeping, Accounting and Auditing Clerks
- * Computer Support Specialist
- * Human Services, General
- * Payroll and Timekeeping Clerks
- * Systems Analysts -Electronic Data Processing
- * Teachers—Secondary School

New Horizons Computer Learning Centers

1630 E. Shaw Ave., Suite 166
Fresno, CA 93710

Phone: (559) 241-0107
Fax: (559) 241-0147

Available Programs:

- * Computer Support Specialist

Northern California & Northern Nevada Stationary Engineers

839 N. Fulton St.
Fresno, CA 93728

Phone: (559) 233-0839
Fax: (559) 233-0896

Available Programs:

- * Maintenance Repairers—General Utility

Oak Brook College of Law and Government Policy

7545 N. Del Mar, Ste. 106
Fresno, CA 93711

Phone: (559) 650-7755
Fax: (559) 650-7750

Available Programs:

- * Paralegal Personnel

Pace

4670 North El Capitan Suite 103
Fresno, CA 93722

Phone: (559) 275-0929

Available Programs:

- * Maintenance Repairers—General Utility

Police Science Institute

5151 N. Gates
Fresno, CA 93704

Phone: (559) 266-3173
Fax: (559) 277-9816

Training for:

- * Bus Drivers—School
- * Correction Officers and Jailers
- * Guards and Watch Guards
- * Police Patrol Officers
- * Truck Drivers—Heavy or Tractor Trailer
- * Truck Drivers, Light—Include Delivery and Route Workers

Proteus, Inc.

1900 N. Dinuba Blvd. #E
Visalia, CA 93291

Phone: (559) 627-0100
Fax: (559) 627-6558

Other Locations:

1109 Houston
Visalia, CA 93291

Phone: (559) 625-4628
Fax: (559) 625-5973

1415 E. Tulare Ave.
Tulare, CA 93274

Phone: (559) 687-9388
Fax: (559) 687-0239

241 South "I" St.
Dinuba, CA 93618

Phone: (559) 591—5701
Fax: (559) 591—0674

Training for:

- * General Office Clerks
- * Receptionists and Information Clerks
- * Salespersons, Retail
- * Supervisors and Managers/
Supervisors—Sales & Related Occupations (First Line)

Quality College Inc.

1570 North Wishon
Fresno, CA 93728

Phone: (559) 497-5050
Fax: (559) 264-4454

Training for:

- * Bus & Truck Mechanics, & Diesel Engine Specialists
- * Bus Drivers—School
- * Cooks, Restaurant
- * Food Service Managers
- * Heating, Air Conditioning & Refrigeration

(Quality College continued)

- * Physical Therapists
- * Truck Drivers—Heavy or Tractor Trailer
- * Truck Drivers, Light—Include Delivery and Route Workers
- * Welders & Cutters

**San Joaquin Training
Institute, Inc.**

220 Kelsey Street
Visalia, CA 93291

Phone: (559) 651-2406
Fax: (559) 651-9046

Training for:

- * Bus Drivers—School
- * Computer Support Specialist
- * Truck Drivers—Heavy or Tractor Trailers
- * Truck Drivers, Light—Include Delivery and Route Workers

San Joaquin Valley College

295 E. Sierra Avenue
Fresno, CA 93710

Phone: (559) 448—2500
Fax: (559) 448—8250

Other Locations:

8400 West Mineral King Avenue
Visalia, CA 93291

Phone: (559) 651—2500
Fax: (559) 651—0574

Training for:

- * Correction Officers and Jailers
- * Dental Assistants
- * Dental Hygienists
- * Food Service Managers
- * Heating, Air Conditioning, and Refrigeration Mechanics and Installers
- * Human Service Workers
- * Lodging Managers
- * Medical Assistants
- * Medical Secretaries
- * Pharmacy Technicians
- * Registered Nurses
- * Systems Analysts—Electronic Data Processing

Sierra Valley Business College

4747 North First Street, Building D
Fresno, CA 93726

Phone: (559) 222-0947

Fax: (559) 222-2973

Training for:

- * Computer Support Services

Tulare Adult School

575 W. Maple
Tulare, CA 93274

Phone: (559) 686-0225

Fax: (559) 687-7447

Training for:

- * Cashiers
- * Computer Support Specialist
- * Driver/Sales Workers
- * General Office Clerks
- * Lodging Managers
- * Medical Assistants
- * Nurse Aides
- * Pesticide Handlers, Sprayers & Applicators, Vegetation
- * Receptionists and Information Clerks
- * Salespersons, Retail
- * Secretaries, Except Legal and Medical
- * Systems Analysts—Electronic Data Processing
- * Welders and Cutters

Tulare Co Office of Education/SEE

1735 E. Houston Ave.
Visalia, CA 93291

Phone: (559) 733-6730

Fax: (559) 737-4074

Training for:

- * Cooks—Restaurants
- * Food Service Managers
- * Lodging Managers

Tulare County Organization for Vocational Education (TCOVE)

4136 North Mooney Boulevard
Tulare, CA 93274-1199

Phone: (559) 688-0571
Fax: (559) 688-5913

Training for:

- * Accountants and Auditors
- * Ag Crop Farm Managers
- * Automotive Mechanics
- * Bookkeeping, Accounting and Auditing Clerks
- * Food Preparation Workers
- * Food Service Managers
- * Home Health Aides
- * Legal Secretaries
- * Nursing Aides
- * Payroll and Timekeeping Clerks
- * Police Patrol Officers
- * Preschool Teachers—except special education
- * Receptionists and Information Clerks
- * Salespersons, Retail
- * Secretaries, Except Legal and Medical

Truck Driving Academy—Fresno

2757 South Golden State Blvd.
Fresno, CA 93725

Phone: (559) 233-4700
Fax: (559) 266-0747

Other Locations:

1069 E. Rankin Road
Tulare, CA 93274

Phone: (559) 688-6880
Fax: (559) 688-7880

Training for:

- * Bus Drivers—School
- * Truck Drivers—Heavy or Tractor Trailer
- * Truck Drivers, Light—Include Delivery and Route Workers

Trucker Institute Test Systems

P.O. Box 1725
1830 South Mooney Blvd.
Visalia, CA 93279—1725

Phone: (559) 732-4318
Fax: (559) 732-4318

(Trucker Institute continued)

Other Locations:

1830 S. Mooney Blvd., Ste. 204
Visalia, CA 93277

Training for:

- * Bus Drivers—School
- * Truck Drivers—Heavy or Tractor Trailer
- * Truck Drivers, Light—Include Delivery
and Route Workers

University of Phoenix

8355 N. Fresno, Suite 200
Fresno, CA 93720

Phone: (559) 451-0334

Fax: (559) 438-0263

Training for:

- * Accountants and Auditors
- * Bookkeeping, Accounting and Auditing
Clerks
- * Computer Support Specialist
- * Human Services, General
- * Payroll and Timekeeping Clerks
- * Registered Nurses
- * Systems Analysts—Electronic Data
Processing
- * Teachers—Secondary School

Valley Software Educational

1702 E. Bullard, Suite 103B
Fresno, CA 93170-5800

Phone: (559) 437-9825

Fax: (559) 437-9643

Training for:

- * Bookkeeping, Accounting & Auditing
Clerks
- * Medical Assistants
- * Medical Secretaries
- * Payroll and Timekeeping Clerks
- * Secretaries, except Legal, Medical &
Executive

Valley Vocational College

3216 N. Marks Ave.
P.O. Box 19070
Fresno, CA 93729—731

Phone: (559) 443-5252

Training for:

- * Automotive Mechanics
- * Bookkeeping, Accounting and Auditing Clerks
- * Cashiers
- * Driver/Sales Workers
- * General Office Clerks
- * Payroll and Timekeeping Clerks
- * Receptionists and Information Clerks
- * Salesperson, Retail

Visalia Adult School

3110 E. Houston
Visalia, CA 93292

Phone: (559) 730-7655
Fax: (559) 635-0372

Training for:

- * Ag Crop Farm Managers
- * Medical Assistants
- * Medical Secretaries
- * Nurses Aides

Visalia Technical College

746 E. Douglas Avenue
Visalia, CA 93292

Phone: (559) 735-3170
Fax: (559) 735-3174

Training for:

- * Bookkeeping, Accounting and Auditing Clerks
- * Cashiers
- * General Office Clerks
- * Receptionists and Information Clerks
- * Welders and Cutters

West Hills College

300 West Cherry Lane
Coalinga, CA 93210-1399

Phone: (559) 934-2000
Fax: (559) 935-3788

Training for:

- * Ag Crop Farm Managers
- * Automotive Mechanics
- * Bookkeeping, Accounting and Auditing Clerks
- * Bus Drivers
- * Bus and Truck Mechanics and Diesel Engine Specialists
- * Computer Support Specialist
- * Customer Services manager
- * Emergency Medical Technicians & Paramedics
- * Farm Equipment Mechanics
- * General Office Clerks
- * Human Services Workers
- * Legal Secretaries
- * Maintenance Repairers—General Utility
- * Medical Secretaries
- * Payroll and Timekeeping Clerks
- * Receptionists and Information Clerks
- * Secretaries, Except Legal and Medical
- * Systems Analysts—Electronic Data Processing
- * Truck Drivers—Heavy or Tractor Trailer
- * Truck Drivers, Light—Include Delivery and Route Workers
- * Welders and Cutters

Western Pacific Truck School

4565 North Golden State Blvd.
Fresno, CA 93722

Phone: (559) 276-1220
Fax: (559) 276-2842

Training for:

- * Bus Driver—School
- * Truck Drivers—Heavy or Tractor Trailer
- * Truck Drivers, Light—Include Delivery and Route Workers

Occupations and Associated Schools

The following is an alphabetical listing of occupations contained in this publication, along with a listing of schools which offer training in that occupation.

Accountants and Auditors - OES 211140

- California School of Technology, Inc.
- California State University, Fresno
- California State University, Fresno-Division of Extended Education
- Computer Gym™
- Custom Training Solutions
- Fresno City College
- Fresno Pacific University, College
- H & R Block Tax Training School, Fresno and Tulare
- Institute of Technology
- Tulare County Organization for Vocational Education (TCOVE)
- University of Phoenix

Agricultural Crop Farm Manager—NON-SOC 119011029

- West Hills College
- Tulare County Organization for Vocational Education (TCOVE)

Agricultural Inspectors—NON-OES 219110

No known schools which train for this occupation within Kings, Tulare, and Fresno counties.

Automotive Mechanics - OES 853020

- Central Valley Automotive & Machinist JAC
- College of the Sequoias, Tulare
- Fresno City College
- Fresno City College Vocational Training
- Hi-Tech vocational Institute
- Kings County Regional Occupational Program
- Tulare County Organization for Vocational Education (TCOVE)
- West Hills College

Bill and Account Collectors—SOC 433011

- Fresno Adult School
- A. D. Banker & Company

Bookkeeping, Accounting and Auditing Clerks - OES 553380

- Business Productivity Group
- College of Sequoias
- Fresno Adult School

(Bookkeeping continued)

- Fresno City College
- Fresno City College Vocational Training Center
- Golden State Business College
- Heald College, Fresno
- Microcomputer Education Center
- National University
- Tulare Co Org for Vocational Education
- University of Phoenix
- Valley Software Educational
- Visalia Technical College
- West Hills College

Bus and Truck Mechanics and Diesel Engine Specialists - SOC 493031

- Central Valley Automotive & Machinist JAC
- Fresno City College
- Quality College, Inc.
- West Hills College

Bus Drivers, School - SOC 533022

- Advanced Truck Driving School
- Five Rivers Truck School
- Fresno Adult School
- Major Express Truck School
- Police Science Institute
- Quality College Inc.
- San Joaquin Training Institute, Inc.
- Truck Driving Academy
- Trucker Institute Test Systems
- Valley Truck School
- West Hills College
- Western Pacific Truck School

Cashiers - OES 490230

- California School of Technology, Inc.
- Central City Vocational Training
- Fresno Regional Occupational Program
- Goodwill Industries of San Joaquin Valley Inc.
- Tulare Adult School
- Valley Vocational College
- Visalia Technical College

Child Care Workers - SOC 399011

- College of Sequoias
- Fresno City College

Computer Support Specialist - OES 251040

- Business Productivity Group
- College of the Sequoias
- Computer Training Institute of Central California
- Custom Training Solutions
- Fresno Adult School
- Fresno City College
- Heald College, Fresno
- San Joaquin Valley College
- University of Phoenix
- West Hills College

Cooks - Restaurant - SOC 352014

- Fresno City College
- Tulare Co. Office of Education

Customer Service Representatives - SOC 434051

- Fresno City College
- Goodwill Industries of San Joaquin Valley, Inc.
- Tulare Adult School
- Tulare County Organization for Vocational Education (TCOVE)

Dental Assistants - SOC 319091

- Galen College of Medical and Dental Assistants
- San Joaquin Valley College

Dental Hygienists - OES 329080

- Fresno City College
- San Joaquin Valley College

**Educational, Vocational,
and School Counselors**—SOC 211012

- California State University, Fresno
- Ca. St. Univ., Fresno—Division of Extended Education
- Fresno Pacific University—Graduate School
- National University

Electricians - OES 872020

- Electrical Joint Apprenticeship & Training Committee JATC
- Fresno City College

**Elementary School Teachers,
except Special Education—SOC 252021**

- California State University, Fresno
- CA State University, Fresno—Division of Extended Education
- Fresno Pacific University—Graduate School

**Emergency Medical Technicians
and Paramedics—SOC 292041**

- College of the Sequoias
- Fresno Adult School
- Fresno City College
- West Hills College

Farm Equipment Mechanics - OES 853210

- Kings County Regional Occupational Program (ROP)
- West Hills College

Farm Equipment Operators - OES 790210

- Kings County Regional Occupational Center (ROP)
- Reedley College

Farm Workers, Farm and Ranch Animals - OES 798580

- California State University, Fresno
- College of the Sequoias
- Tulare County Organization for Vocational Education (TCOVE)

Financial Managers - OES 130020

- A. D. Banker and Company
- California State University, Fresno
- Fresno Regional Occupational Program

Food Service Managers - OES 150261

- Fresno Adult School
- Fresno City College
- Management Training/Marketing Associates (MTMA) Schools Inc.
- San Joaquin Valley College
- Tulare Co Office of Education/SEE
- Tulare Co Org For Vocational Education

General Office Clerks - OES 553470

- Central Adult Education

(General Office Clerk continued)

- College of Sequoias
- Custom Training Solutions
- Fresno Adult School
- Fresno City College
- Fresno City College Vocational Training Center
- Fresno Regional Occupational Program
- Goodwill Industries of San Joaquin Valley Inc.
- Hi Tech Vocational Institute
- Hanford Adult School
- Kings Regional Occupational Program (ROP)
- Microcomputer Education Center
- Proteus, Inc., Visalia and Tulare
- Tulare Adult School
- Visalia Technical College
- West Hills College

Hand Packers and Packagers - OES 989020

No known schools which train for this occupation within Kings, Tulare, and Fresno counties.

Heating, Air Conditioning, and Refrigeration Mechanics and Installers - OES 859020

- Fresno Area Plumbers, Pipe and Refrigeration Fitters JATC
- Fresno City College
- Fresno Vicinity Sheet Metal Industry Apprenticeship JATC
- Quality College Inc.
- San Joaquin Valley College

Home Health Aides - OES 660110

- Fresno Adult School
- Hanford Adult School
- Tulare Co Org For Vocational Education (TCOVE)

Human Service Workers - OES 273080

- California State University, Fresno
- Fresno City College

Industrial Machinery Mechanic—SOC 499041

- CA Schools of Industrial Technology
- Central Valley Automotive & Machinist JAC
- Fresno City College Vocational Training Center

Industrial Truck and Tractor Operators - SOC 537051

No known schools which train for this occupation within Kings, Tulare, and Fresno counties.

Instructional Aides - OES 315211

No known schools which train for this occupation within Kings, Tulare, and Fresno counties.

Janitors and Cleaners, except Maids and House-keeping Cleaners—SOC 372011

No known schools which train for this occupation within Kings, Tulare, and Fresno counties.

Legal Secretaries - OES 551020

- Fresno City College
- Fresno Regional Occupational Program
- Heald College—Fresno
- Tulare Co Org For Vocational Education

Licensed Practical Nurses - OES 325050

- California State University, Fresno
- College of the Sequoias
- Fresno Adult School
- Hanford Adult School

Lodging Managers - OES 150262

- Goodwill Industries of San Joaquin Valley inc.
- Hi Tech Vocational Institute
- Management Training/Marketing Associates (MTMA) Schools
- San Joaquin Valley College
- Tulare Adult School
- Tulare Co Office of Education/SEE

Maintenance Repairers - General Utility - OES 851320

Pace

Medical Assistants - OES 660050

- Computer Training Institute of Central California
- Fresno Adult School
- Fresno City College
- Fresno Regional Occupational Program
- Galen College of Medical and Dental Assistants
- Golden State Business College
- Management Training/Marketing Associates (MTMA)
- San Joaquin Valley College
- Tulare Adult School

Medical Secretaries - SOC 436013

- Computer Training Institute of Central California
- Fresno Adult School
- Golden State Business College
- Hanford Adult School
- Management Training/Marketing Associates (MTMA) Schools Inc.
- San Joaquin Valley College
- Valley Software Educational
- Visalia Adult School

Nursing Aides, Orderlies and Attendants - OES 660080

- Beverly Training Center
- Fresno Adult School
- Fresno Regional Occupational Program
- Galen College of Medical and Dental Assistants
- Hanford Adult School
- Tulare Adult School
- San Joaquin Valley College
- Tulare County Organization for Vocational Education (TCOVE)
- Visalia Adult School

Paralegal Personnel - OES 283050

- Central California College School of Law
- College of Sequoias
- Fresno City College
- Oak Brook College of Law and Government Policy

Payroll and Timekeeping Clerks - OES 553410

- College of Sequoias
- Fresno Adult School
- Fresno City College
- Fresno City College Vocational Training Center
- Heald College, Fresno
- Microcomputer Education Center
- National University
- Tulare County Organization for Vocational Education (TCOVE)
- University of Phoenix
- Valley Software Educational Center, Fresno & Visalia
- Valley Vocational College
- West Hills College

**Pesticide Handlers, Sprayers, and Applicators,
Vegetation—SOC 373012**

- CA School of Technology, Inc.
- College of the Sequoias
- Tulare Adult School

Pharmacy Technicians - OES 325180

- San Joaquin Valley College

Physical Therapists - OES 323080

- California State University, Fresno

Plumbers, Pipefitters, and Steamfitters - OES 875020

- College of the Sequoias
- Construction Craft Training Center
- Fresno Area Plumbers, Pipe and Refrigeration Fitters JATC
-

Police Patrol Officers - OES 630140

- College of the Sequoias
- Fresno City College
- Tulare County Organization for Vocational Education (TCOVE)

**Preschool Teachers, except Special
Education—SOC 252011**

- Chapman University
- Fresno City College
- Fresno Regional Occupational Program
- Tulare County Organization for Vocational Education (TCOVE)

Receptionists and Information Clerks - OES 553050

- Computer Gym™

Registered Nurses - OES 325020

- College of the Sequoias
- Fresno City College
- San Joaquin Valley College
- University of Phoenix

Salespersons, Retail (Except Vehicle Sales) - OES 490112

- Able Industries

Secondary School Teachers, except Special Education and Vocational Education—SOC 252031

- CA State University, Fresno
- CA State University, Fresno division of Extended Education
- Chapman University, Visalia, Lemoore
- Fresno Pacific University
- Fresno Pacific University, graduate School
- Fresno Regional Occupational Program

Secretaries, except Legal and Medical - OES 551080

- California School of Technology, Inc.
- College of the Sequoias
- Computer Training Institute of Central California
- Fresno City College
- Fresno City College Vocational Training Center
- Fresno Institute of Technology
- Goodwill Industries of San Joaquin Valley
- Management Training/Marketing Associates (MTMA) Schools Inc.
- Microcomputer Education Center
- Tulare Adult School
- Tulare County Organization for Vocational Education (TCOVE)
- Valley Software Educational, Fresno and Visalia
- West Hills College

Security Guards—SOC 339032

- * Police Science Institute

Supervisors and Managers—Clerical and Administrative Support Workers (First Line) - OES 510020

- Fresno City College
- * West Hills College

Systems Analysts—Electronic Data Processing - OES 251020

- Business Productivity Group
- Central Adult Education
- Chapman University
- Computer Gym TM
- Fresno Regional Occupational Program
- Golden State Business College
- Heald College, Fresno
- Quality College Inc.
- San Joaquin Valley College
- Tulare Adult School
- West Hills College

Traffic, Shipping and Receiving Clerks - OES 580280

No known schools which train for this occupation within Kings, Tulare, and Fresno counties.

Truck Drivers, Heavy or Tractor Trailer - OES 971020

- Advanced Truck Driving School, Visalia and Fresno
- College of the Sequoias
- Five Rivers Truck School
- Fresno Adult School
- Major Express Truck School
- Police Science Institute
- Quality College Inc.
- San Joaquin Training Institute, Inc.
- Truck Driving Academy, Tulare and Fresno
- Trucker Institute Test Systems
- West Hills College
- Western Pacific Truck School

Truck Drivers, Light—Include Delivery and Route - OES 971051

- Advanced Truck Driving School, Visalia and Fresno
- Five Rivers Truck School
- Fresno Adult School
- Major Express Truck School
- Police Science Institute
- Quality College Inc.
- San Joaquin Training Institute, Inc.
- Truck Driving Academy, Tulare and Fresno
- * Trucker Institute Test Systems

Welders and Cutters - OES 939140

- Central Valley Automotive and Machinist JAC
- College of the Sequoias
- Fresno City College
- Hanford Adult School
- Quality College inc.
- Tulare Adult School
- Visalia Adult School
- Visalia Technical College
- West Hills College

APPENDIX

Research Methods

The Kings County Occupational Outlook is the product of a combined effort between the LMID and The Kings County Job Training Office (JTO). Each partner has a specific role that makes this report possible. LMID provides the technical support, while JTO gathers, analyzes, produces and disseminates the information to the community. This section describes the processes used in the project. For more specific information, please call the Kings County Job Training Office at (559) 585-3532.

The CCOIS annual program cycle is as follows:

1. Twenty occupations are selected for study;
2. Survey samples are designed;
3. Survey questionnaires are prepared for each occupation;
4. Extensive surveys are conducted with local employers;
5. Data is reviewed, coded and keyed into a CCOIS database;
6. Tabulations are developed and analyzed;
7. Outlook reports are prepared, reviewed, and printed; and
8. Reports are disseminated to customers in the community, throughout California and beyond.

Occupation Selection and Definition

There are a variety of criteria used to help select the occupations to be surveyed. The primary objective is to survey occupations that are of the greatest interest to the users (and potential users) in the community within the limitations of a standardized research program.

The following criteria were used by the Kings County Job Training Office to help prioritize occupations to be studied:

1. The occupation should be adequately defined by the Standard Occupational Classification (SOC) system. In 2001 and 2002 the Occupational Employment Statistics (OES) classification system was used;
2. The occupation should have a substantial local employment base;
3. There should be a substantial number of projected local job openings;
4. The potential salary level should be adequate so as to avoid the need for public assistance;
5. The occupation may require some postsecondary education or training;
6. The occupation should be of interest to local program planners, employers or training providers; and
7. The occupations should vary enough so that the same employers aren't overburdened with multiple survey requests.

Unless otherwise noted, the survey occupations for 2003 are defined using the SOC system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS) or the Dictionary of Occupational Titles (DOT developed by the U.S. Department of Labor's Employment and Training Administration.

BLS uses the SOC classification system nationwide to study staffing patterns within industries. The DOT is used nationwide to properly match jobs with workers.

Survey Sample Selection and Design

After the survey occupations are selected, an employer sample is developed for each occupation. Since the entire universe is not always surveyed, a considerable amount of time is invested to ensure that the survey samples are representative of the labor market. For CCOIS occupational studies, a survey sample is a listing of local employers that reflect all major employing industries for the survey occupation. In addition, the number of employees for each employer is considered to ensure the sample represents employers most likely to provide future employment. For some occupations, this means that the largest employers will be surveyed more often than smaller employers. For other occupations, smaller employers may be more appropriate.

Initially, JTO and State LMID staff, with input from Occupational Outlook Report (OOR) users, selects 20 occupations for the survey year. These occupations are selected by using detailed databases on employers, and standard occupational staffing patterns. JTO staff then carefully refines the initial sample of employers for each of the survey occupations. After review, a sample of at least 40 employers per occupation (or as many as can be found, if less than 40) are selected to survey.

Questionnaire Development

Employer survey questionnaires are prepared for each surveyed occupation using a standardized list of questions (see sample questionnaire), including a skills survey developed by JTO.

Employer Survey Procedures


Employer representatives are identified and mailed an employer survey asking for their participation. Those employers who did not complete a survey or indicate they did not want to participate, are later contacted by telephone to determine their willingness to participate in the survey. Employers are assured that any information they provide will be kept strictly confidential, and that any information published will be prepared in summary form to preserve anonymity. Survey respondents are generally responsible for the hiring of personnel in the survey occupation. The Job Training Office must meet or exceed industry and employment response goals to ensure that the data is adequately representative.

Data Entry, Tabulation and Summary

Coded survey responses are entered into the CCOIS database and both LMID and the Job Training Office prepare basic data tabulations. From those tabulations, the data is analyzed and JTO staff prepares draft occupational outlook profiles. The draft profiles and other report materials are then reviewed and approved by LMID Analysts whereupon the Occupational Outlook Report is printed and disseminated to local users.

Sample Questionnaire

A sample of the survey instrument is included on the following page.

	<p><i>Please return completed questionnaire to:</i></p> <p>Job Training Office—Lehn Kings Co. Government Center Hanford, CA 93230 Phone (559) 585-3532 Fax (559) 585-7395</p>																								
Occupation: 251040 COMPUTER SUPPORT SPECIALISTS																									
<p>Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages electronic mail, and operating systems.</p>																									
<p>Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county.</p>																									
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%; vertical-align: top;">What job title(s) does your firm use for these duties?</td> <td style="width: 60%; vertical-align: top;">Job Title(s):</td> </tr> <tr> <td style="vertical-align: top;">How many employees does your firm currently have in this occupation?</td> <td style="vertical-align: top;">Number of Employees: <input type="checkbox"/></td> </tr> <tr> <td style="vertical-align: top;">In this occupation, how many are:</td> <td style="vertical-align: top;"> Number of Males: <input type="checkbox"/> Number of Females: <input type="checkbox"/> </td> </tr> <tr> <td style="vertical-align: top;">Regular, Full Time:</td> <td style="vertical-align: top;"> Number of Employees: Average Weekly Hours Worked: </td> </tr> <tr> <td style="vertical-align: top;">Regular, Part Time:</td> <td style="vertical-align: top;"> Number of Employees: Average Weekly Hours Worked: </td> </tr> <tr> <td style="vertical-align: top;">Temporary/On Call:</td> <td style="vertical-align: top;"> Number of Employees: Average Weekly Hours Worked: </td> </tr> <tr> <td style="vertical-align: top;">Seasonal:</td> <td style="vertical-align: top;"> Number of Employees: Average Weekly Hours Worked: </td> </tr> <tr> <td style="vertical-align: top;">In your firm, what shifts are available for this occupation? (check all that apply)</td> <td style="vertical-align: top;"> <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please Specify: </td> </tr> <tr> <td style="vertical-align: top;">Has your firm hired in this occupation within the last 12 months?</td> <td style="vertical-align: top;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td style="vertical-align: top;">If yes, how many were hired to fill:</td> <td style="vertical-align: top;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Vacancies resulting from promotions within your firm?</td> <td style="width: 50%;">Vacancies resulting from people in permanent positions leaving your firm?</td> </tr> <tr> <td>New permanent positions resulting from growth?</td> <td>Temporary, on call, or seasonal positions?</td> </tr> </table> </td> </tr> </table>		What job title(s) does your firm use for these duties?	Job Title(s):	How many employees does your firm currently have in this occupation?	Number of Employees: <input type="checkbox"/>	In this occupation, how many are:	Number of Males: <input type="checkbox"/> Number of Females: <input type="checkbox"/>	Regular, Full Time:	Number of Employees: Average Weekly Hours Worked:	Regular, Part Time:	Number of Employees: Average Weekly Hours Worked:	Temporary/On Call:	Number of Employees: Average Weekly Hours Worked:	Seasonal:	Number of Employees: Average Weekly Hours Worked:	In your firm, what shifts are available for this occupation? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please Specify:	Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many were hired to fill:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Vacancies resulting from promotions within your firm?</td> <td style="width: 50%;">Vacancies resulting from people in permanent positions leaving your firm?</td> </tr> <tr> <td>New permanent positions resulting from growth?</td> <td>Temporary, on call, or seasonal positions?</td> </tr> </table>	Vacancies resulting from promotions within your firm?	Vacancies resulting from people in permanent positions leaving your firm?	New permanent positions resulting from growth?	Temporary, on call, or seasonal positions?
What job title(s) does your firm use for these duties?	Job Title(s):																								
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Regular, Full Time:	Number of Employees: Average Weekly Hours Worked:																								
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New permanent positions resulting from growth?	Temporary, on call, or seasonal positions?																								

During the last 12 months, did your firm's employment in this occupation: (check one)	Decline <input type="checkbox"/>	Remain Stable <input type="checkbox"/>	Grow <input type="checkbox"/>
Over the next 24 months, do you expect your firm's employment in this occupation to: (check one)	Decline <input type="checkbox"/>	Remain Stable <input type="checkbox"/>	Grow <input type="checkbox"/>
When you hire applicants for this occupation, is prior experience in this occupation required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Not required, but preferred	
If yes or preferred, how much experience in this occupation is required/preferred?	_____ (months)		
Is experience in other occupations accepted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please Specify: Occupation: _____ (months)	
If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants. (circle one)	Not Difficult	1	2 3 4 Difficult
If prior experience is not required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants. (circle one)	Not Difficult	1	2 3 4 Difficult
Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ (months)	
Is technical or vocational training required prior to employment in this occupation? If yes or preferred, what kind of training is required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Not required, but preferred. _____ _____ _____ (months)	
What is the minimum level of education you firm requires when hiring an applicant in this occupation? (check one)	<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent	<input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study	

What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?

New hires, no experience (trained or untrained): \$ _____

New hires who are experienced: \$ _____

Experienced employees after 3 years with your firm: \$ _____

(Please check one) ☐ Hour ☐ Week ☐ Month ☐ Year

For other compensation, please indicate the average overall earnings and type(s) of compensation

☐ Commission ☐ Tips ☐ Bonus ☐ Piece Rate ☐ Other

Specify: _____

Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number: Yes ☐ No ☐ _____

Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your firm ever promote employees in this occupation to higher level positions? Yes ☐ No ☐

If yes, what are the titles of the positions to which they may be promoted? _____

What skills are important for career advancement? _____

What computer software skills, if any, does your firm seek in applicants for this occupation? (please check all that apply)

Specify software names: ☐ None

☐ Word Processing ☐ Spreadsheet ☐ Database ☐ Desktop Publishing ☐ Other: _____

What other new skills are needed to perform the duties of this occupation? _____

When your firm hires employees for this occupation, which are the top three most successful recruitment methods?

☐ In-House promotions or transfers ☐ Newspaper ads ☐ Internet

☐ EDD ☐ Walk-in applicants ☐ Colleges/Universities

☐ School/program referrals ☐ Union hall referrals ☐ Employee referrals

☐ Private employment agencies ☐ Trade journals ☐ Other (Please specify)

Are you aware of any new, changing or emerging occupations in your industry? Yes ☐ No ☐ Please specify: _____

Would you like to receive a complimentary copy of the survey results for this occupation? Yes ☐ No ☐

The following is a list of skills, physical abilities, and other qualifications that may or may not be important for job entry into this occupation. Please indicate for each qualification whether it is "not important", "somewhat important", or "very important."

Basic Skills:	Not Important	Somewhat Important	Very Important
English grammar and spelling skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to perform basic mathematical calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to perform routine, repetitive work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Abilities:	Not Important	Somewhat Important	Very Important
Ability to pass a pre-employment medical exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to do strenuous, physically demanding work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to sit continuously for 2 or more hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to stand continuously for 2 or more hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility:	Not Important	Somewhat Important	Very Important
Willingness to work nights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work part-time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work on-call	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work temporary or seasonal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to participate in drug testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Qualifications:	Not Important	Somewhat Important	Very Important
Multi-cultural familiarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record keeping skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational and time management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to plan and organize the work of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to handle crisis situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trained in CPR and first aid techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possess good DMV driving record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Considering your most recent hires for this occupation, please note any qualifications that seem to be in short supply.

Additional Comments:

Thank you for your cooperation

ABOUT KINGS COUNTY

Location

Located in the heart of California's rich San Joaquin Valley, Kings County is located midway between the greater Los Angeles basin to the south, and the San Francisco-Sacramento region to the north. A network of interconnecting highways, rail and air service link Kings County to California's major metropolitan markets, and ultimately to the Western States and the Pacific Rim. Our central location, coupled with numerous incentives and pro-business policies, make Kings County an outstanding place to do business.



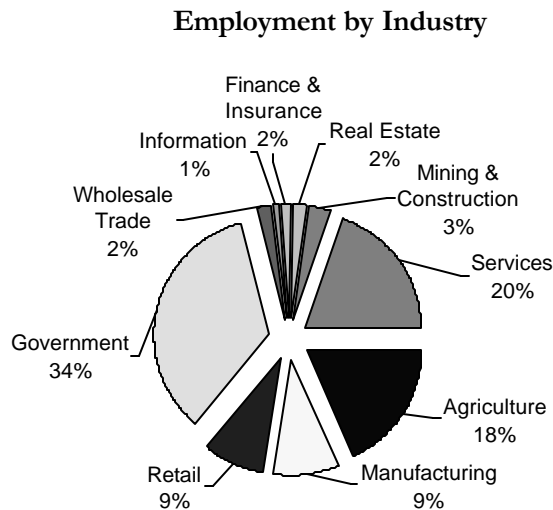
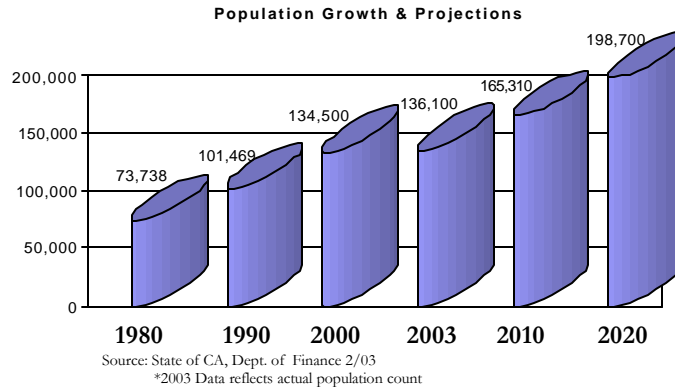
Transportation

Kings County's central location makes it possible to receive standard overnight delivery service from San Francisco, Sacramento, Southern California, Arizona, Utah and Nevada.

- Over 200 major carriers operate in and around Kings County, providing interstate trucking services.
- Interstate 5 and Highways 198, 41 and 43 transverse Kings County. Highway 99 runs adjacent to the county line.
- Burlington Northern Santa Fe and Union Pacific Railroads provide freight service, including refrigerated shipping, piggy-back service and reciprocal switching. The San Joaquin Valley Railroad provides east-west "Short-line" services.
- Modern Amtrak passenger stations are located in Hanford and Corcoran.
- Fresno-Yosemite International Airport is 40 minutes from Kings County's major population centers.
- Municipal airports are available in Hanford and Corcoran.
- Los Angeles International and San Francisco International Airports. are each within 3 1/2 hours.
- Central California is served by international ports at Long Beach, Oakland, and Stockton.

Top Private Employers

Del Monte Foods	Tomato Processing	1,200	Marquez Brothers	Dairy Processing	306
Con Agra Foods	Garlic Processing	250	SK Foods	Tomato Processing	505
JG Boswell Co.	Farming/Processing	1,800	Homac Mfg.	Elec. Connectors	100
Leprino Foods	Cheese Processing	600	International Paper	Corrugated Products	124
Exopack	Flexible Packaging	200	CDR Systems Corp.	Fiberglass Elec. Boxes	100



Annual Avg. Labor Force - 2002

Civilian Labor Force	48,200
Civilian Employment	41,200
Unemployed	7,000
Unemployment Rate	14.5%

Source: State of California, Employment Development Department

Taxable Sales

Year	Retail Outlets	Total, All Outlets
2000	\$622,289,000.00	\$ 887,936,000.00
2001	\$654,957,000.00	\$ 933,676,000.00
2002	\$691,615,000.00	\$1,007,379,000.00

Source: California State Board of Equalization
*2002 data includes estimates for 4th QTR.

2003 Median Home Prices

California	\$369,640
Kings County	\$136,899
Phoenix	\$152,500
Salt Lake City	\$152,700
Las Vegas	\$177,100
Portland	\$191,600
Reno	\$203,500
Seattle	\$273,800
Los Angeles	\$337,200
San Diego	\$407,000
San Francisco	\$560,200

Source: National Association of Realtors
Kings County Board of Realtors

***This publication provides essential
resource material for:***

**Career Exploration
Career Counseling
Human Resources Management
Economic Development
Education, Employment
and Job Training**



**Kings County Economic
Development Corporation**

120 North Irwin Street
Hanford, California 93230
phone (559) 585-3576 • FAX (559) 585-7398
Toll Free (800) 533-4039
email: info@kingsedc.org
Website: www.kingsedc.org

Job Training Office

124 North Irwin Street
Hanford, California 93230
phone (559) 585-3532
FAX (559) 585-7395
email: info@kingsworkforce.org
Website: www.kingsworkforce.org